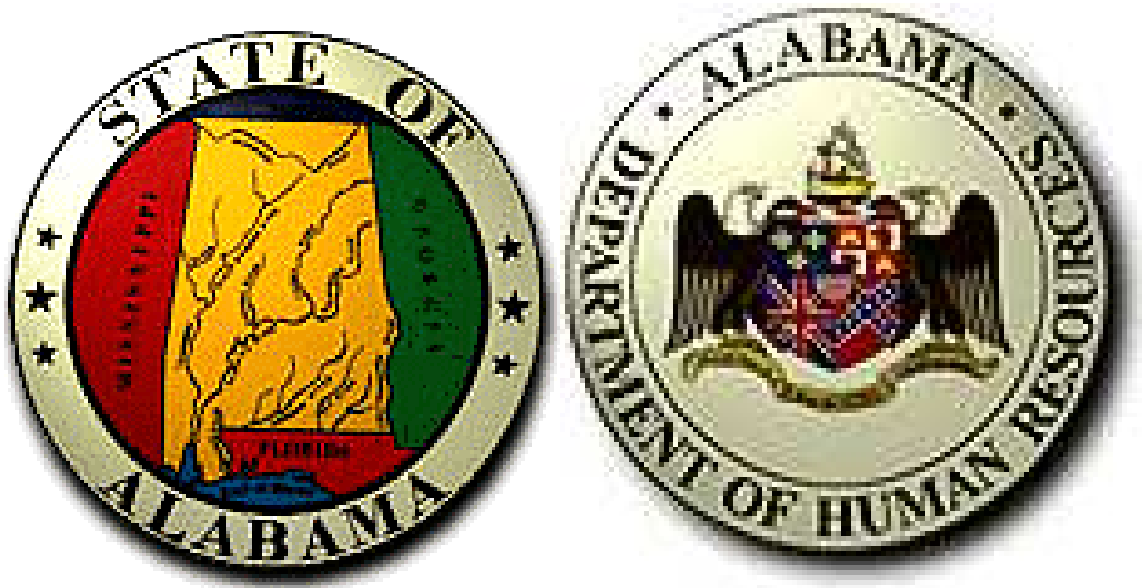


Users Guide

For

Interstate Compact on the Placement of Children (ICPC)



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Program Startup

The program starts by displaying a form which asks the user for a user id and a password. After entering this information, the user pressed Enter to proceed into the program. If the user id and password are correct, the active cases for this user are displayed on the case grid. If the user information is not correct, an error message is displayed and the user is given another opportunity.

If the user realizes that she does not know her user id or password, she should contact her supervisor. At this point, she should exit the form by pressing the Esc key.



The image shows the login screen for the ICPC Case Manager. The title is "ICPC Case Manager" in a large, bold, black font. Below the title, the text "Alabama Department of Human Resources" and "InterState Compact for the Placement of Children" is displayed in a smaller font. On the left side, there is a cartoon illustration of a teddy bear sitting next to a stack of four balloons (green, yellow, red, and purple) and a small yellow duck. In the center, there is a login form with two text input fields labeled "User ID:" and "Password:". Below the password field is a checkbox labeled "Remember UserID". In the bottom right corner, the text "Version 1.9.5" is displayed.

Case Grid

After the user identifies herself, the program begins with the display of a grid showing the active cases for the current user. This form contains a number of menu options, tab controls, and search features for the filtering of cases. Starting from this form, cases may be entered, viewed and modified. Various documents concerning a case may be printed from this form.

ICPC Case Manager - [Case Selection]

File Case Options Form100A Form100B Transmittals Letters Case Logs Reports Help

Selected Cases Case Detail Activity Notes Things To Do Alerts Contacts

Open Cases for Robert Coley 36 Case(s) selected

CaseID	Oldest Child Name	DOB	Mother Name	Worker Name	Opened	Closed	Last Act
0411042	Test Child	12/27/1995	Test Mother	Robert Coley	11/4/2004		11/5/2004
0411041	Test Child	12/27/1995		Robert Coley	11/4/2004		11/4/2004
0005218	Ogden, Thomas	12/7/1992	Flinn, Ann	Robert Coley	10/28/2004		10/28/2004
0004946	Miller, Chapman	9/19/1985	Miller, Abbie	Robert Coley	10/28/2004		10/28/2004
0004889	South, Noah	6/10/2000	South, Candy M.	Robert Coley	10/28/2004		10/28/2004
0004694	Jackson, Quentesa	9/28/1990	Watts, Burnette Jac	Robert Coley	10/28/2004		10/28/2004
0004689	Lewis, Malik	5/8/1997	Crayton, Diana	Robert Coley	10/28/2004		10/28/2004
0004321	Jeche, Joshua	12/4/2001	Jeche, Sylvana	Robert Coley	10/28/2004		10/28/2004
0004160	Dubose, LaDarius	10/3/1990	Dubose, Dominique	Robert Coley	10/28/2004		10/28/2004
0004034	Howard, Richard Jam	6/11/1991	Mills, Karen Yvette	Robert Coley	10/28/2004		10/28/2004
0003820	Medders, Zoe	7/12/2001	Medders, Anglea	Robert Coley	10/28/2004		10/28/2004
0003791	Thom, Alexandria	10/6/1986	Davis, Valerie	Robert Coley	10/28/2004		10/28/2004
0003777	Silar, Christina	3/25/1991	Williams, Linda	Robert Coley	10/28/2004		10/28/2004
0003662	Tollefsrud, Taylor Raii	4/18/1996	Tollefsrud, Ashley E	Robert Coley	10/28/2004		10/28/2004
0003201	McDonald, Stephanie	10/3/1985	Jennings, Cathy	Robert Coley	10/28/2004		10/28/2004
0002880	Calhoun, Nicole	2/11/1991	Calhoun, Mariae	Robert Coley	10/28/2004		10/28/2004
0002438	Parnelly, Christopher	2/28/1985	Tufte, Darlene	Robert Coley	10/28/2004		10/28/2004
0002348	Mackey, Kimberly	10/23/1992	Fitzgerald, Evelyn	Robert Coley	10/28/2004		10/28/2004
0002244	Haddix, Raymond	1/15/1996	Yeater, Rebecca Ji	Robert Coley	10/28/2004		11/1/2004

View Cases For: Robert Coley Case Status: Open

Children: Resources:

Clear Children List Children Clear Resources List Resources

Normal Expedited Adoption
Priority 7 International Adoption
Closed Residential Placement

start Inbox - Microsoft Out... Microsoft Word - ICP... ICPC Case Manager - ... 8:21 AM

At the lower left corner of this form, there are four combo boxes which may be used to search for cases. These are labeled View Cases For:, Case Status:, Children: and Resources. Information entered into these boxes is used to retrieve the desired list of cases.

The View Cases For drop down box lists the users who have access to the system. Selection of a user results in the display of only those cases owned by the user. All Workers may be selected to retrieve cases regardless of their owner. Similarly, the Case Status drop down box may be used to select All, Open, or Closed cases. Only cases with the selected status are displayed on the form.

The Children drop down box may be used to locate cases containing a specific child. Enter a part of the child's name in this box and click the List Children button. This results in the listing in the drop down box of all children whose name contains the partial name. Selection of a child from this list results in the display of his or her case. The Children box may be cleared by clicking on the Clear Children button.

The Resources drop down box works similar to the Children. Cases may be selected based on the Resource name. Enter into the Resources drop down box the partial name desired and click on the List Resources button to populate the drop down box with all resources whose name contains the partial resource name. Selection of a name from this list results in the display of the case for that resource.

Since the Paradox system did not contain an indicator that the case had been closed, the data migration software could not differentiate between open and closed cases. Originally, all cases were migrated as open. However, this resulted in unacceptable performance of the software. Subsequently, all cases on the new ICPC system were marked as closed. When a case worker needs one of these cases, she may search the closed cases, preferably specifying a child or resource name. This name will substantially speed up the search for the case. If the case worker enters a request for closed cases or all cases without specifying a name, this may result in a time delay of a minute or more. When this search is requested, a message is displayed warning the case worker of this concern and asking if she wants to proceed. If the response is yes, the search proceeds. During this time, the mouse cursor changes to an hour glass, changing back to a pointer when the search finishes.

Printed Forms

Form 100A

This form gives notice of intent to place a child across state lines. It is prepared by a prospective sending agency or state and routed to the Compact Administrator in the receiving state.

Creation of a Form 100A results in a new case being created in ICPC which will be displayed on the Case Grid in the list of selected cases. When a Form 100A is created, the user has the opportunity to enter information for the case itself, the child and the resource which will be responsible for the child.

A new Form 100A may be created by selecting Case from the menu bar, followed by New and Form 100-A. This initiates a series of forms by which the user enters information concerning the case itself, one or more children, and the resources assigned to the case.

The screenshot displays the ICPC Case Manager application window. The menu bar includes File, Case, Options, Form100A, Form100B, Transmittals, Letters, Case Logs, Reports, and Help. The 'Case' menu is open, showing options like New, Edit, Close, ReOpen, Delete, and Del. The 'Form 100-A' option is selected. The main window shows a table titled 'Open Cases for Robert Coley' with columns: CaseID, Oldest Child Name, DOB, Mother Name, Worker Name, Opened, Closed, and Last Act. Below the table are filters for 'View Cases For' (Robert Coley), 'Case Status' (Open), and 'Resources'. There are also buttons for 'Clear Children', 'List Children', 'Clear Resources', and 'List Resources'. The taskbar at the bottom shows the Start button and several open applications: Inbox - Microsoft Out..., Microsoft Word - ICP..., and ICPC Case Manager -

CaseID	Oldest Child Name	DOB	Mother Name	Worker Name	Opened	Closed	Last Act
0411042	Test Child	12/27/1995	Test Mother	Robert Coley	11/4/2004		11/5/2004
0411041	Test Child	12/27/1995		Robert Coley	11/4/2004		11/4/2004
0005218	Ogden, Thomas	12/7/1992	Flinn, Ann	Robert Coley	10/28/2004		10/28/2004
0004946	Miller, Chapman	9/19/1985	Miller, Abbie	Robert Coley	10/28/2004		10/28/2004
0004889	South, Noah	6/10/2000	South, Candy M.	Robert Coley	10/28/2004		10/28/2004
0004694	Jackson, Quentesa	9/28/1990	Watts, Burnette Jac	Robert Coley	10/28/2004		10/28/2004
0004689	Lewis, Malik	5/8/1997	Crayton, Diana	Robert Coley	10/28/2004		10/28/2004
0004321	Jeche, Joshua	12/4/2001	Jeche, Sylvana	Robert Coley	10/28/2004		10/28/2004
0004160	Dubose, LaDarius	10/3/1990	Dubose, Dominique	Robert Coley	10/28/2004		10/28/2004
0004034	Howard, Richard Jam	6/11/1991	Mills, Karen Yvette	Robert Coley	10/28/2004		10/28/2004
0003820	Medders, Zoe	7/12/2001	Medders, Anglea	Robert Coley	10/28/2004		10/28/2004
0003791	Thom, Alexandria	10/6/1986	Davis, Valerie	Robert Coley	10/28/2004		10/28/2004
0003777	Siler, Christina	3/25/1991	Williams, Linda	Robert Coley	10/28/2004		10/28/2004
0003662	Tollefsrud, Taylor Raii	4/18/1996	Tollefsrud, Ashley E	Robert Coley	10/28/2004		10/28/2004
0003201	McDonald, Stephanie	10/3/1985	Jennings, Cathy	Robert Coley	10/28/2004		10/28/2004
0002880	Calhoun, Nicole	2/11/1991	Calhoun, Mariea	Robert Coley	10/28/2004		10/28/2004
0002438	Parnelly, Christopher	2/28/1985	Tufte, Darlene	Robert Coley	10/28/2004		10/28/2004
0002348	Mackey, Kimberly	10/23/1992	Fitzgerald, Evelyn	Robert Coley	10/28/2004		10/28/2004
0002244	Haddix, Raymond	1/15/1996	Yeater, Rebecca Ji	Robert Coley	10/28/2004		11/1/2004

View Cases For: Robert Coley Case Status: Open

Children: Resources:

Clear Children List Children Clear Resources List Resources

Normal Priority 7 Closed Expedited Adoption International Adoption Residential Placement

The first form allows the user to enter the case information. This includes the sending and receiving agencies, the other state's case id number, if present and the other state's compact administrator and telephone number. Case priority is set to Normal, Expedited Adoption or Priority 7. The case worker is set to the current user, but it may be assigned to another worker. The date of receipt for the open date of the case defaults to today, but it may be changed as well. The user then selects the type of care for the case and clicks next.

If the user selects Residential Placement or Adoptive - International as the type of case, the software does not produce a case, but places an entry in a log. This processing is described below.

The second form allows the user to enter the child information. This includes the child's name, social security number, date of birth, sex, racial origin, Hispanic ethnicity, mother's name and social security number and father's name and social security number. The child's legal status is populated but may be changed with a drop down box. The planner name, telephone number and address may be entered followed by the financier name, telephone number and address. This is followed by Title IV-E eligibility, SSI Benefits and ICWA eligibility. Note that after entering the child's date of birth, the system calculates the child's age and displays it next to the date of birth. After all information for the child has been entered, the user clicks Next to proceed to the next form. Note social security numbers and telephone numbers are to be entered without dashes or other punctuation, which will be inserted by the system. Also, entry of information into the planner area automatically populates the financier to the same values. Financier information may then be changed, if desired.

ICPC Case Manager - [Form 100-A]

File Case Options Form100A Form100B Transmittals Letters Case Logs Reports Help

Selected Cases Case Detail Activity Notes Things To Do Alerts Contacts

Form 100-A Placement of Children Request Section I - Identifying Information

Child's Name:

Child SSN:

Date of Birth: Age: 0 yrs

Sex:

Racial Origin: ☐ Hispanic?

Mother's Name: SSN#

Father's Name: SSN#

Child's Legal Status: Parent Relative Custody/Guardianship

Planner Name: Planner Phone:

Planner Address:

Financier Name: Financier Phone:

Financier Address:

Subsidies:

Title IV-E Eligible: Unknown

SSI Benefits: ☐

ICWA Eligible: ☐

Cancel Back Next

start Inbox - Microsoft Out... Microsoft Word - ICP... ICPC Case Manager - ... 6:34 AM

The third form allows the user to enter the resource information. This includes the resource name and, optionally, two social security numbers. This is followed by the address, city, state and zip code of the resource. Then the user may enter resource type, relationship to child, and any comments that are desired.

The screenshot displays the ICPC Case Manager application window. The title bar reads "ICPC Case Manager - [Form 100-A]". The menu bar includes "File", "Case", "Options", "Form100A", "Form100B", "Transmittals", "Letters", "Case Logs", "Reports", and "Help". The toolbar contains icons for "Selected Cases", "Case Detail", "Activity Notes", "Things To Do", "Alerts", and "Contacts". The main content area shows "Form 100-A Placement of Children Request" with "Section II - Placement Information" highlighted. The form fields are as follows:

- Resource Name:
- SSN #1: SSN #2:
- Mailing Address:
- City: State: Zip:
- Country:
- Resource Type:
- Relationship to Child:
- Comment:

At the bottom of the form are three buttons: "Cancel", "Back", and "Next". The Windows taskbar at the bottom shows the "start" button and several open applications: "Inbox - Microsoft Out...", "Microsoft Word - ICP...", and "ICPC Case Manager - ...". The system clock in the bottom right corner indicates "8:43 AM".

The fourth form allows the user to enter information concerning the services that are requested for this case. This information includes the initial report requested, the supervisory services requested and the supervisory reports requested. Initial report indicates the type of care, supervisory services indicate the agency responsible for supervising the case and supervisory reports indicate the frequency of the reports. The bottom of this form allows the user to indicate the enclosures that are on file with the Form 100A.

The screenshot displays the 'ICPC Case Manager - [Form 100-A]' application window. The menu bar includes 'File', 'Case', 'Options', 'Form100A', 'Form100B', 'Transmittals', 'Letters', 'Case Logs', 'Reports', and 'Help'. The toolbar contains icons for 'Selected Cases', 'Case Detail', 'Activity Notes', 'Things To Do', 'Alerts', and 'Contacts'. The main content area shows the 'Form 100-A Placement of Children Request' form, specifically 'Section III - Services Requested'. The form includes the following fields and options:

- Initial Report Requested: (if applicable)
- Supervisory Services Requested:
- Supervisory Reports Requested:
- Name of Supervising Agency in Receiving State:
- Address of Supervising Agency in Receiving State:
- Enclosures on file with Form 100-A:
 - ☐ Child's Social History
 - ☐ Court Order
 - ☐ Financial Medical Plan
 - ☐ Home Study of Placement Resource
 - ☐ ICWA Enclosure
 - ☐ IV-E Eligibility Documentation
 - ☐ Other Enclosures:

At the bottom of the form are three buttons: 'Cancel', 'Back', and 'Save'.

Upon completion of the fourth form displayed in the creation of a Form 100A case, the user selects Save to save the case.

At this point, the system asks the user if there are additional resources for this child, to which the user may answer Yes or No. If the answer is Yes, the resource form is displayed so that the user may enter additional resources for the child. Otherwise, the system asks the user if there are additional children to be added to the case, again, the user may answer Yes or No. If the answer is Yes, the children form is displayed so that the user may enter additional children for the case. Otherwise, the system takes the user back to the case grid, asking the user if she wants to print a transmittal form at this time, again giving the user the opportunity to answer Yes or No. If the answer is Yes, the transmittal entry form is displayed, allowing the user to enter information for a transmittal for this case.

At this point, the case has been created and will appear on the case grid form. Also, the children and resources associated with the case have been created.

The screenshot shows the 'ICPC Case Manager - [Form 100-A]' application window. The menu bar includes File, Case, Options, Form100A, Form100B, Transmittals, Letters, Case Logs, Reports, and Help. The toolbar contains icons for Selected Cases, Case Detail, Activity Notes, Things To Do, Alerts, and Contacts. The main content area displays the 'Form 100-A Placement of Children Request' form, specifically 'Section III - Services Requested'. The form includes the following fields and options:

- Initial Report Requested: (if applicable)
- Supervisory Services Requested:
- Supervisory Reports Requested:
- Name of Supervising Agency in Receiving State:
- Address of Supervising Agency in Receiving State:
- Enclosures on file with Form 100-A:
 - ☐ Child's Social History
 - ☐ Court Order
 - ☐ Financial Medical Plan
 - ☐ Home Study of Placement Resource
 - ☐ ICWA Enclosure
 - ☐ IV-E Eligibility Documentation
 - ☐ Other Enclosures:

At the bottom of the form are three buttons: Cancel, Back, and Save.

As noted above, case types of Residential Placement or Adoptive - International result in log entries instead of regular cases. These do not appear on the case grid screen, but on grids that may be accessed from the Case Logs menu item. Each of these case types, along with Protective Service Alerts, results in a case log grid being displayed.

The following form is displayed as a result of choosing Residential Placement Case type:

The screenshot displays the 'ICPC Case Manager - [Form 100-A]' application window. The title bar includes standard window controls and the application name. The menu bar contains 'File', 'Case', 'Options', 'Form100A', 'Form100B', 'Transmittals', 'Letters', 'Case Logs', 'Reports', and 'Help'. The toolbar below the menu bar has icons for 'Selected Cases', 'Case Detail', 'Activity Notes', 'Things To Do', 'Alerts', and 'Contacts'. The main content area shows the 'Residential Placement Log - Data Entry Screen' form. This form is divided into several sections: 'Child(ren's) Name' with a text input field; 'Type Referral' with a dropdown menu set to 'Institutional Care'; 'Facility Information' containing 'Facility Name', 'Address', 'City', 'State' (a dropdown menu currently showing 'Alabama'), and 'Zip'; 'Date Received' with a date input field showing '11/16/2004'; 'Date Out' with an empty date input field; 'Date 100-B Rec' with an empty date input field; 'Date Medicaid Elig' with an empty date input field; 'Title IV-E Eligible' with an unchecked checkbox; and 'Comments (1000 character limit)' with a large text area. At the bottom of the form are three buttons: 'Cancel', 'Back', and 'Save'. The Windows taskbar at the bottom shows the 'start' button and several open applications: 'Inbox - Microsoft Out...', 'ICPC Case Manager - ...', and 'Microsoft Word - ICP...'. The system clock in the bottom right corner indicates the time is 3:53 PM.

The user may fill in the desired information and click Save to save the log entry in the ICPC data base.

A request of case type Adoptive - International also results in a log entry instead of a case which appears on the case grid. The International Adoption data entry screen is as follows:

The screenshot displays the 'International Adoption Log - Data Entry Screen' within the 'ICPC Case Manager - [Form 100-A]' application. The interface features a menu bar with 'File', 'Case', 'Options', 'Form100A', 'Form100B', 'Transmittals', 'Letters', 'Case Logs', 'Reports', and 'Help'. Below the menu is a tabbed interface with 'Selected Cases', 'Case Detail', 'Activity Notes', 'Things To Do', 'Alerts', and 'Contacts'. The main form area contains the following elements:

- Adoption Parent Name:** A text input field.
- Country Name:** A dropdown menu.
- Agency Name:** A text input field.
- Alabama DHR Office \ Agency name:** A dropdown menu.
- Date Received:** A text input field containing '11/16/2004'.
- Date Out:** A text input field.
- Finalizing Government:** A section with a radio button selected for 'USA - Alabama'.
- Is Adoptive Child Identified?:** A section with radio buttons for 'Yes' and 'No', where 'No' is selected.
- Name of Child(ren) if known:** A text input field.
- Comments:** A large text area for additional information.
- Buttons:** 'Cancel', 'Back', and 'Save' buttons are located at the bottom of the form.

The Windows taskbar at the bottom shows the 'start' button, open applications including 'Inbox - Microsoft Out...', 'ICPC Case Manager - ...', and 'Microsoft Word - ICP...', along with system icons and the time '3:58 PM'.

Again, the user may fill in the desired information and click Save to save the log entry in the ICPC data base.

Cases entered as Residential Placement or Adoptive – International may be viewed by selecting Case Logs from the menu at the top of the ICPC form, and then selecting the desired entry.

ICPC Case Manager - [Case Selection]

File Case Options Form100A Form100B Transmittals Letters Case Logs Reports Help

Selected Cases Case Detail International Adoption Residential Placement Protective Service Alerts Notes Things To Do Alerts Contacts

Open Cases for Robert Coley 5 Case(s) selected

CaseID	Oldest Child Name	DOB	Mother Name	Worker Name	Opened	Closed	Last Act
0411157	Test Child	12/27/1995	Test Mother	Robert Coley	11/15/2004		11/16/2004
0005218	Ogden, Thomas	12/7/1992	Flinn, Ann	Robert Coley	10/28/2004		11/16/2004
0004946	Miller, Chapman	9/19/1985	Miller, Abbie	Robert Coley	10/28/2004		11/16/2004
0004889	South, Noah	6/10/2000	South, Candy M.	Robert Coley	10/28/2004		11/16/2004
0004694	Watts, Matthew	12/13/2000	Watts, Burnette Jac	Robert Coley	10/28/2004		11/16/2004

View Cases For: Robert Coley Case Status: Open

Children: Resources:

Clear Children List Children Clear Resources List Resources

Legend:
 Normal (black line)
 Priority 7 (red line)
 Closed (grey line)
 Expedited Adoption (purple line)
 International Adoption (blue line)
 Residential Placement (green line)

start | Inbox - Microsoft Out... | Microsoft Word - ICP... | ICPC Case Manager - ... | 7:06 AM

The Residential Placement log is shown here:

ICPC Case Manager - [Case Selection]

File Case Options Form100A Form100B Transmittals Letters Case Logs Reports Help

Selected Cases Case Detail Activity Notes Things To Do Alerts Contacts

ICPC Log

Residential Placement Log

No Records Found

Rec Date	Child(ren)	Referral Type	100B Date	IV-E Elig	Med. Date	Date Out

Child(ren) Name:
 Facility Name:
 Address:
 City: State: Zip:
 Date Received: Date Med Eligible: Date Out:
 Date 100B Received: Referral Type:
☐ Title IV-E Eligible

New Case
 Delete
 Add Comment
 Close Case
 Print
 Cancel

☐ View Closed Cases

Case Comments:

Date	Comment	Caption

 Memo:

start | Inbox - Microsoft Out... | Microsoft Word - ICP... | ICPC Case Manager - ... | ICPC Log | 7:07 AM

The Adoptive – International log is shown here:

ICPC Case Manager - [Case Selection]

File Case Options Form100A Form100B Transmittals Letters Case Logs Reports Help

Selected Cases Case Detail Activity Notes Things To Do Alerts Contacts

ICPC Log

Residential Placement Log

No Records Found

Rec Date	Child(ren)	Referral Type	100B Date	IV-E Elig	Med. Date	Date Out

Child(ren) Name:
Facility Name:
Address:
City: **State:** **Zip:**
Date Received: **Date Med Eligible:** **Date Out:**
Date 100B Received: **Referral Type:** ☐ Title IV-E Eligible

New Case
Delete
Add Comment
Close Case
Print
Cancel
☐ View Closed Cases

Case Comments:

Date	Comment	Caption

Memo:

start | Inbox - Microsoft Out... | Microsoft Word - ICP... | ICPC Case Manager - ... | ICPC Log | 7:08 AM

Form 100B

This form is completed by the sending agency or state to notify the receiving state of the placement of a child. It is also used to notify the receiving state compact administrator of any change in the child's status.

A new Form 100B may be created by selecting a case from the case grid, then selecting Case from the menu bar, followed by New and Form 100-B. This initiates a series of forms by which the user enters information concerning the child's placement status.

A Form 100-B must be created for a child on a case before letters may be sent concerning the child. These letters are discussed later in this users guide. If no Form 100-B has been created prior to creating the letter, all information concerning the child will be blank on the letter.

ICPC Case Manager - [Case Selection]

File Case Options Form100A Form100B Transmittals Letters Case Logs Reports Help

New Edit Close ReOpen Delete Del

Form 100-A Form 100-B Transmittal

Case Detail Activity Notes Things To Do Alerts Contacts

Open Cases for Robert Coley 36 Case(s) selected

CaseID	Oldest Child Name	DOB	Mother Name	Worker Name	Opened	Closed	Last Act
0411042	Test Child	12/27/1995	Test Mother	Robert Coley	11/4/2004		11/5/2004
0411041	Test Child	12/27/1995		Robert Coley	11/4/2004		11/4/2004
0005218	Ogden, Thomas	12/7/1992	Finn, Ann	Robert Coley	10/28/2004		10/28/2004
0004946	Miller, Chapman	9/19/1985	Miller, Abbie	Robert Coley	10/28/2004		10/28/2004
0004889	South, Noah	6/10/2000	South, Candy M.	Robert Coley	10/28/2004		10/28/2004
0004694	Jackson, Quentesa	9/28/1990	Watts, Burnette Jac	Robert Coley	10/28/2004		10/28/2004
0004689	Lewis, Malik	5/8/1997	Crayton, Diana	Robert Coley	10/28/2004		10/28/2004
0004321	Jeche, Joshua	12/4/2001	Jeche, Sylvia	Robert Coley	10/28/2004		10/28/2004
0004160	Dubose, LaDarius	10/3/1990	Dubose, Dominique	Robert Coley	10/28/2004		10/28/2004
0004034	Howard, Richard Jam	6/11/1991	Mills, Karen Yvette	Robert Coley	10/28/2004		10/28/2004
0003820	Medders, Zoe	7/12/2001	Medders, Anglea	Robert Coley	10/28/2004		10/28/2004
0003791	Thom, Alexandria	10/6/1986	Davis, Valerie	Robert Coley	10/28/2004		10/28/2004
0003777	Siler, Christina	3/25/1991	Williams, Linda	Robert Coley	10/28/2004		10/28/2004
0003662	Tollefsrud, Taylor Raii	4/18/1996	Tollefsrud, Ashley E	Robert Coley	10/28/2004		10/28/2004
0003201	McDonald, Stephanie	10/3/1985	Jennings, Cathy	Robert Coley	10/28/2004		10/28/2004
0002880	Calhoun, Nicole	2/11/1991	Calhoun, Mariae	Robert Coley	10/28/2004		10/28/2004
0002438	Parnelly, Christopher	2/28/1985	Tufte, Darlene	Robert Coley	10/28/2004		10/28/2004
0002348	Mackey, Kimberly	10/23/1992	Fitzgerald, Evelyn	Robert Coley	10/28/2004		10/28/2004
0002244	Haddix, Raymond	1/15/1996	Yeater, Rebecca Ji	Robert Coley	10/28/2004		11/1/2004

View Cases For: Robert Coley Case Status: Open

Children: Resources: Clear Children List Children Clear Resources List Resources

Normal Priority 7 Expedited Adoption International Adoption Residential Placement

start Inbox - Microsoft Out... W Microsoft Word - ICP... ICPC Case Manager - ... 10:13 AM

The child's name and date of birth, his or her parent's information, along with the sending and receiving states are populated with information from the case. The user may indicate that this is an initial placement or a placement change. In either case, the system populates the name of the resource, the address and the type of care. Selecting Next from this form causes the next form to be displayed.

The screenshot displays the 'ICPC Case Manager - [Form 100-B]' application window. The title bar includes standard Windows window controls and the application name. Below the title bar is a menu bar with 'File', 'Case', 'Options', 'Form100A', 'Form100B', 'Transmittals', 'Letters', 'Case Logs', 'Reports', and 'Help'. A tabbed interface below the menu bar shows 'Selected Cases' as the active tab, with other tabs for 'Case Detail', 'Activity Notes', 'Things To Do', 'Alerts', and 'Contacts'.

The main content area displays the 'Form 100-B Report on Child's Placement Status' form. The form is divided into two sections:

- Section I - Identifying Information**: This section contains fields for 'Child's Name' (a dropdown menu showing 'Test Child'), 'DOB' (a text field with '12/27/1995'), 'Receiving State' (a dropdown menu showing 'Alabama'), 'Mother's Name' (a text field with 'Test Mother'), 'Mother's SSN' (a text field), 'Sending State' (a dropdown menu showing 'Alaska'), 'Father's Name' (a text field), and 'Father's SSN' (a text field).
- Section II - Placement Status**: This section contains two radio button options: 'Initial Placement of the Child in Receiving State' and 'Placement Change'. Each option has associated fields for 'Name of Resource', 'Address', 'Type of Care', and a date field ('Date of Placement' or 'Date of Change').

At the bottom of the form are three buttons: 'Cancel', 'Back', and 'Next'.

The Windows taskbar at the bottom shows the 'start' button and several open applications: 'Inbox - Microsoft Out...', 'Microsoft Word - ICP...', and 'ICPC Case Manager - ...'. The system clock in the bottom right corner shows '10:15 AM'.

In this form, the user has the opportunity to enter information concerning the child's placement, mostly in the form of clicked boxes. After this has been done, the user clicks Save to save the current state of the child's placement.

ICPC Case Manager - [Form 100-B]

File Case Options Form100A Form100B Transmittals Letters Case Logs Reports Help

Selected Cases Case Detail Activity Notes Things To Do Alerts Contacts

Form 100-B Report on Child's Placement Status

Section III - Compact Placement Termination

☐ Adoption Finalized ☐ In Sending State ☐ In Receiving State ☐ Court Order Received
☐ Child reached Majority / Legally Emancipated ☐ Court Order Received
☐ Legal Custody Returned to Parents ☐ Court Order Received
☐ Legal Custody given to Relative ☐ Court Order Received
 Relative Name: Type of Care:

☐ Treatment Completed
☐ Sending State's Jurisdiction Terminated with the Concurrence of the Receiving State
☐ Unilateral Termination
☐ Child Returned to Sending State
☐ Child has Moved to Another State
☐ Proposed Placement Request Withdrawn
 Resource Name: **Date of Termination:**

☐ Approved Resource Will Not be used for Placement:
 Resource Name:

☐ Other (Specify):
☐ Unknown Reason:

Cancel Back Save

start | Inbox - Microsoft Out... | Microsoft Word - ICP... | ICPC Case Manager - ... | 10:20 AM

If the resource has not been approved as a placement resource, the user is notified and asked if there is a valid Form 100A supporting this resource. The user may enter Yes, No, or Cancel. A response of Yes results in the display of a dialog form. This form requests of the user the decision of acceptability and the date of this decision.

The screenshot shows the 'ICPC Case Manager - [Form 100-B]' application window. The main menu includes File, Case, Options, Form100A, Form100B, Transmittals, Letters, Case Logs, Reports, and Help. The toolbar contains buttons for Selected Cases, Case Detail, Activity Notes, Things To Do, Alerts, and Contacts. The main content area displays the 'Form 100-B Report on Child's Placement Status' dialog box. This dialog box has a section titled 'Section III - Compact Placement Termination' with several checkboxes: Adoption Finalized, Child reached Majority / Legally Emancipated, Legal Custody Returned to Parents, Legal Custody given to Relative, In Sending State, In Receiving State, Court Order Received, Treatment Completed, Sending State, Unilateral Termination, Child Returned, Child has Moved, Proposed Placement, and Approved Resource will not be used for Placement. Below these checkboxes are fields for Relative Name, Type of Care, Resource Name, and Other (Specify). A 'Data Validation Error' dialog box is overlaid on top, with the message: 'This Resource is not identified as an approved placement Resource. Is there a valid Form100A supporting this resource as an approved placement Resource?'. It has buttons for Yes, No, and Cancel. At the bottom of the main dialog box are buttons for Cancel, Back, and Save. The Windows taskbar at the bottom shows the Start button and open applications: Inbox - Microsoft Out..., ICPC Case Manager - ..., and Microsoft Word - ICP... The system clock shows 3:20 PM.

ICPC Case Manager - [Form 100-B]

File Case Options Form100A Form100B Transmittals Letters Case Logs Reports Help

Selected Cases Case Detail Activity Notes Things To Do Alerts Contacts

Form 100-B Report on Child's Placement Status

Section III - Compact Placement Termination

☐ Adoption Finalized ☐ In Sending State ☐ In Receiving State ☐ Court Order Received

☐ Child reached Majority / Legally Emancipated ☐ Court Order Received

☐ Legal Custody Returned to Parents ☐ Court Order Received

☐ Legal Custody given to Relative Name:

☐ Treatment Completed

☐ Sending State's Jurisdiction Terminated

☐ Unilateral Termination:

☐ Child Returned to Sending State

☐ Child has Moved to Another State

☐ Proposed Placement Resource Name:

☐ Approved Resource With Resource Name:

☐ Other (Specify):

☐ Unknown Reason:

Additional Information Required

New Resource for Thomas Ogden

Decision on Acceptability:

Date of Placement Decision:

Yes Cancel

Cancel Back Save

Form 100B			
ICPC 100B REV. 8/2001		INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN REPORT ON CHILD'S PLACEMENT STATUS	
TO: Alabama ICPC Office		FROM: ICPC Office	
Section I - Identifying Information			
Child's Name: Ogden, Thomas	Birthdate: 12/7/1992		
Mother's Name: Flinn, Ann	Father's Name:		
Section II - Placement Status			
<input checked="" type="radio"/> Initial Placement of Child in Receiving State		<input type="radio"/> Placement Change	
Date Child Placed in Receiving State: 11/1/2004	Date Child Placed in Receiving State:		
Name of Resource: New Resource for Thomas Ogden	Name of Resource:		
Address: Thomas Odgen Street	Address:		
Type of Care: Relative Care	Type of Care:		
Section III - Compact Placement Termination			
<input type="radio"/> Adoption Finalized		<input type="radio"/> In Sending State	
<input type="radio"/> Child Reached Majority/Legally Emancipated		<input type="radio"/> In Receiving State	
<input type="radio"/> Legal Custody Returned to Parent(s)		<input type="radio"/> Court Order Attached	
<input type="radio"/> Legal Custody Given to Relative		<input type="radio"/> Court Order Attached	
Name:		Relationship:	
<input type="radio"/> Treatment Completed			
<input type="radio"/> Sending State's Jurisdiction Terminated with the Concurrence of the Receiving State			
<input type="radio"/> Unilateral Termination			
<input type="radio"/> Child Returned to Sending State			
<input type="radio"/> Child Has Moved To Another State			
<input type="radio"/> Proposed Placement Request Withdrawn			
Name Of Placement Resource:			
<input type="radio"/> Approved Resource Will Not Be Used for Placement			
Name Of Approved Placement:			
<input type="radio"/> Other (Specify):			
Date of Termination:			

Transmittal

This is a checklist type of document that is completed by the Compact Administrator or Program Specialist that indicates information being provided or information being requested to/from another state or agency.

The Transmittals area of the menu is not enabled until the user selects a case from the case grid. At this point, she may request the display of the transmittal history for the case or a blank transmittal form.

The screenshot displays the ICPC Case Manager application window titled "ICPC Case Manager - [Case Selection]". The menu bar includes File, Case, Options, Form100A, Form100B, Transmittals, Letters, Case Logs, Reports, and Help. The Transmittals menu is open, showing options for History and Blank Transmittal Form. The main area displays a table titled "Open Cases for Robert Coley" with 34 cases selected. The table columns are CaseID, Oldest Child Name, DOB, Mother Name, Worker Name, Opened, Closed, and Last Act. Below the table are filters for View Cases For (Robert Coley), Case Status (Open), Children, and Resources, along with buttons for Clear Children, List Children, Clear Resources, and List Resources. A legend on the right indicates case status: Normal (black), Priority 7 (red), Closed (grey), Expedited Adoption (purple), International Adoption (green), and Residential Placement (blue). The Windows taskbar at the bottom shows the start button, open applications (Inbox, Microsoft Outlook, Microsoft Word - ICPC..., ICPC Case Manager), and the system clock (10:47 AM).

CaseID	Oldest Child Name	DOB	Mother Name	Worker Name	Opened	Closed	Last Act
0005218	Ogden, Thomas	12/7/1992	Flinn, Ann	Robert Coley	10/28/2004		10/28/2004
0004946	Miller, Chapman	9/19/1985	Miller, Abbie	Robert Coley	10/28/2004		10/28/2004
0004889	South, Noah	6/10/2000	South, Candy M.	Robert Coley	10/28/2004		10/28/2004
0004694	Jackson, Quentesa	9/28/1990	Watts, Burnette Jac	Robert Coley	10/28/2004		10/28/2004
0004689	Lewis, Malik	5/8/1997	Crayton, Diana	Robert Coley	10/28/2004		10/28/2004
0004321	Jeche, Joshua	12/4/2001	Jeche, Sylvana	Robert Coley	10/28/2004		10/28/2004
0004160	Dubose, LeDarius	10/3/1990	Dubose, Dominique	Robert Coley	10/28/2004		10/28/2004
0004034	Howard, Richard Jami	6/11/1991	Mills, Karen Yvette	Robert Coley	10/28/2004		10/28/2004
0003820	Medders, Zoe	7/12/2001	Medders, Anglea	Robert Coley	10/28/2004		10/28/2004
0003791	Thom, Alexandria	10/6/1986	Davis, Valerie	Robert Coley	10/28/2004		10/28/2004
0003777	Silar, Christina	3/25/1991	Williams, Linda	Robert Coley	10/28/2004		10/28/2004
0003662	Tollefsrud, Taylor Raii	4/18/1996	Tollefsrud, Ashley E	Robert Coley	10/28/2004		10/28/2004
0003201	McDonald, Stephanie	10/3/1985	Jennings, Cathy	Robert Coley	10/28/2004		10/28/2004
0002880	Calhoun, Nicole	2/11/1991	Calhoun, Marica	Robert Coley	10/28/2004		10/28/2004
0002438	Parnelly, Christopher	2/28/1985	Tufte, Darlene	Robert Coley	10/28/2004		10/28/2004
0002348	Mackey, Kimberly	10/23/1992	Fitzgerald, Evelyn	Robert Coley	10/28/2004		10/28/2004
0002244	Haddix, Raymond	1/15/1996	Yeater, Rebecca J	Robert Coley	10/28/2004		11/1/2004
0002135	Cottingham, Destiny L	11/28/1999	Scott, Vanessa (De	Robert Coley	10/28/2004		10/28/2004
0002104	Johnson, Kerria	11/3/1999	Johnson, Casondre	Robert Coley	10/28/2004		10/28/2004

If a blank transmittal form is requested, she enters the desired information into the form. There is an Additional Comments control at the bottom by which the user may enter comments, carbon copy to information or carbon copy memo information. When all information is entered, she may select Print/Review or Save. If Print/Review is selected, a form is displayed that may be printed by the selection of the print icon. If Save is selected, the user is asked if the transmittal form should be printed. If the answer is yes, the transmittal is printed and the user is returned to the case grid. Otherwise, a No answer simply returns the user to the case grid form.

ICPC Case Manager - [Transmittal]

File Case Options Form100A Form100B Transmittals Letters Case Logs Reports Help

Selected Cases Case Detail Activity Notes Things To Do Alerts Contacts

Transmittal Report CaseID: 0002244
Haddix, Raymond

Agency Name: Regarding Child(ren):

Address: Mother:

Attention: PAP:

Enclosed **Requested**

☐ Evaluation/Assessment of:

☐ ICPC Form(s) 100-A: ☐ For Consideration ☐ Approved ☐ Disapproved

☐ Social Summary/Study on Child(ren)/Family

☐ Court/Legal Documents

☐ ICPC Form(s) 100-B: ☐ Confirming Placement Date ☐ Cancellation of Request ☐ Adoption Finalization

☐ Placement Status Change ☐ Service Termination ☐ Approved Resource Will Not Be Used for Placement

☐ Supervisory/Progress/Status Report(s)

☐ Additional Information on above child(ren)

☐ Placement Agreement(s) Agency Release for Adoption

☐ Birth Verification

☐ Financial/Medical Plan (DHR-ICPC-2113)

☐ Child Protective Services Alert

☐ Non-Compact Matter: ☐ Divorce Custody ☐ Other

☐ Self-Explanatory Correspondence: ☐ For Your Information/Files

Please Note:

☐ Placement is not in compliance with the ICPC. This appears to be a violation of state statutes. Please bring into compliance IMMEDIATELY.

☐ Notification of closure. Interstate services appear complete.

☐ Child(ren) not title IV-E eligible.

Cancel Print / Preview Additional Comments Back Save

start Inbox - Microsoft Out... Microsoft Word - ICP... ICPC Case Manager - ... 10:48 AM

Form 100C

This is a quarterly statistical report which is prepared by a state ICPC office that provides information on the placements into another state. The information is provided to the ICPC Secretariat of the APHSA.

The screenshot displays the 'ICPC Case Manager - [Case Selection]' application window. The 'Reports' menu is open, showing options like 'Form100C', 'Form100D', 'Current Open Alerts (Dept)', and 'Daily Alerts Report'. The 'Selected Cases' tab is active, showing a list of open cases for Robert Coley. The table below lists 18 cases with columns for CaseID, Oldest Child Name, DOB, Mother Name, Worker Name, Opened, Closed, and Last Act. Below the table, there are filters for 'View Cases For' (Robert Coley), 'Case Status' (Open), and 'Resources'. A legend indicates case status colors: Normal (black), Priority 7 (red), Closed (grey), Expedited Adoption (purple), International Adoption (light blue), and Residential Placement (light green). The Windows taskbar at the bottom shows the Start button and open applications: Inbox - Microsoft Out..., Microsoft Word - ICP..., and ICPC Case Manager - ... The system clock shows 10:53 AM on 02/14/06.

CaseID	Oldest Child Name	DOB	Mother Name	Worker Name	Opened	Closed	Last Act
0005218	Ogden, Thomas	12/7/1992	Finn, Ann	Robert Coley	10/28/2004		10/28/2004
0004946	Miller, Chapman	9/19/1985	Miller, Abbie	Robert Coley	10/28/2004		10/28/2004
0004889	South, Noah	6/10/2000	South, Candy M.	Robert Coley	10/28/2004		10/28/2004
0004694	Jackson, Quentesa	9/28/1990	Watts, Burnette Jac	Robert Coley	10/28/2004		10/28/2004
0004689	Lewis, Malik	5/8/1997	Crayton, Diana	Robert Coley	10/28/2004		10/28/2004
0004321	Jeche, Joshua	12/4/2001	Jeche, Sylvana	Robert Coley	10/28/2004		10/28/2004
0004160	Dubose, LaDarius	10/3/1990	Dubose, Dominique	Robert Coley	10/28/2004		10/28/2004
0004034	Howard, Richard Jam	6/11/1991	Mills, Karen Yvette	Robert Coley	10/28/2004		10/28/2004
0003820	Medders, Zoe	7/12/2001	Medders, Anglea	Robert Coley	10/28/2004		10/28/2004
0003791	Thom, Alexandria	10/6/1986	Davis, Valerie	Robert Coley	10/28/2004		10/28/2004
0003777	Siler, Christina	3/25/1991	Williams, Linda	Robert Coley	10/28/2004		10/28/2004
0003662	Tollefsrud, Taylor Rai	4/18/1996	Tollefsrud, Ashley E	Robert Coley	10/28/2004		10/28/2004
0003201	McDonald, Stephanie	10/3/1985	Jennings, Cathy	Robert Coley	10/28/2004		10/28/2004
0002880	Calhoun, Nicole	2/11/1991	Calhoun, Mariea	Robert Coley	10/28/2004		10/28/2004
0002438	Parnelly, Christopher	2/28/1985	Tufte, Darlene	Robert Coley	10/28/2004		10/28/2004
0002348	Mackey, Kimberly	10/23/1992	Fitzgerald, Evelyn	Robert Coley	10/28/2004		10/28/2004
0002244	Haddix, Raymond	1/15/1996	Yeater, Rebecca Ji	Robert Coley	10/28/2004		11/1/2004
0002135	Cottingham, Destiny Li	11/28/1999	Scott, Vanessa (De	Robert Coley	10/28/2004		10/28/2004
0002104	Johnson, Kerria	11/3/1999	Johnson, Casondre	Robert Coley	10/28/2004		10/28/2004

This form is produced by selecting Reports from the menu followed by Form100C. This results in a dialog form from which the user may select either a reporting quarter or a date range which determines the reporting period. This causes the display of the Form100C form, which may be printed by clicking the printer icon in the upper left corner. Close this form with the X in the upper right corner.

ICPC Case Manager - [Case Selection]

File Case Options Form100A Form100B Transmittals Letters Case Logs Reports Help

Selected Cases Case Detail Activity Notes Things To Do Alerts Contacts

Open Cases for Robert Coley 34 Case(s) selected

CaseID	Oldest Child Name	DOB	Mother Name	Worker Name	Opened	Closed	Last Act
0005218	Ogden, Thomas	12/7/1992	Flinn, Ann	Robert Coley	10/28/2004		10/28/2004
0004946	Miller, Chapman	9/19/1985	Miller, Abbie	Robert Coley	10/28/2004		10/28/2004
0004889	South, Noah	6/10/2000	South, Candy M.	Robert Coley	10/28/2004		10/28/2004
0004694	Jackson, Quentesa	9/28/1990	Watts, Burnette Jac	Robert Coley	10/28/2004		10/28/2004
0004689	Lewis, Malik	5/8/1997	Crayton, Diana	Robert Coley	10/28/2004		10/28/2004
0004321	Jeche, Joshua	12/4/2001	Jeche, Sylvana	Robert Coley	10/28/2004		10/28/2004
0004160	Dubose, LaDarius				8/2004		10/28/2004
0004034	Howard, Richard Jam				8/2004		10/28/2004
0003820	Medders, Zoe				8/2004		10/28/2004
0003791	Thom, Alexandria				8/2004		10/28/2004
0003777	Silar, Christina				8/2004		10/28/2004
0003662	Tollefsrud, Taylor Rai				8/2004		10/28/2004
0003201	McDonald, Stephanie				8/2004		10/28/2004
0002880	Calhoun, Nicole				8/2004		10/28/2004
0002438	Parnelly, Christopher				8/2004		10/28/2004
0002348	Mackey, Kimberly				8/2004		10/28/2004
0002244	Haddix, Raymond				11/1/2004		11/1/2004
0002135	Cottingham, Destiny L	11/28/1999	Scott, Vanessa (De	Robert Coley	10/28/2004		10/28/2004
0002104	Johnson, Kerria	11/3/1999	Johnson, Casondre	Robert Coley	10/28/2004		10/28/2004

Reporting Period

Select the Reporting Quarter:

☐ 4th Qtr 2003

☐ 1st Quarter

☐ 2nd Quarter

☒ 3rd Quarter

☐ 4th Quarter

Select a Date Range:

Starting Date:

Ending Date:

Cancel OK

View Cases For: Robert Coley Case Status: Open

Children: Resources:

Clear Children List Children Clear Resources List Resources

Normal Expedited Adoption
Priority 7 International Adoption
Closed Residential Placement

start Inbox - Microsoft Out... Microsoft Word - ICP... ICPC Case Manager - ... 10:54 AM

Form 100D

This is a quarterly statistical report prepared by a state ICPC office that provides information on placements made by other states into their state. It is provided by the ICPC Secretariat of the APHSA.

The screenshot displays the 'ICPC Case Manager - [Case Selection]' application window. The 'Reports' menu is open, showing options like 'Form100C', 'Form100D', 'Current Open Alerts (Dept)', and 'Daily Alerts Report'. The 'Form100D' option is selected. The main window shows a table titled 'Open Cases for Robert Coley' with 34 cases selected. The table has columns for CaseID, Oldest Child Name, DOB, Mother Name, Worker Name, Opened, Closed, and Last Act. Below the table are filters for 'View Cases For' (Robert Coley), 'Case Status' (Open), and 'Resources'. A legend on the right indicates case status: Normal (black line), Priority 7 (red line), Closed (grey line), Expedited Adoption (purple line), International Adoption (blue line), and Residential Placement (green line).

CaseID	Oldest Child Name	DOB	Mother Name	Worker Name	Opened	Closed	Last Act
0005218	Ogden, Thomas	12/7/1992	Finn, Ann	Robert Coley	10/28/2004		10/28/2004
0004946	Miller, Chapman	9/19/1985	Miller, Abbie	Robert Coley	10/28/2004		10/28/2004
0004889	South, Noah	6/10/2000	South, Candy M.	Robert Coley	10/28/2004		10/28/2004
0004694	Jackson, Quentesa	9/28/1990	Watts, Burnette Jac	Robert Coley	10/28/2004		10/28/2004
0004689	Lewis, Malik	5/8/1997	Crayton, Diana	Robert Coley	10/28/2004		10/28/2004
0004321	Jeche, Joshua	12/4/2001	Jeche, Sylvana	Robert Coley	10/28/2004		10/28/2004
0004160	Dubose, LaDarius	10/3/1990	Dubose, Dominique	Robert Coley	10/28/2004		10/28/2004
0004034	Howard, Richard Jam	6/11/1991	Mills, Karen Yvette	Robert Coley	10/28/2004		10/28/2004
0003820	Medders, Zoe	7/12/2001	Medders, Anglea	Robert Coley	10/28/2004		10/28/2004
0003791	Thom, Alexandria	10/6/1986	Davis, Valerie	Robert Coley	10/28/2004		10/28/2004
0003777	Siler, Christina	3/25/1991	Williams, Linda	Robert Coley	10/28/2004		10/28/2004
0003662	Tollefsrud, Taylor Rai	4/18/1996	Tollefsrud, Ashley E	Robert Coley	10/28/2004		10/28/2004
0003201	McDonald, Stephanie	10/3/1985	Jennings, Cathy	Robert Coley	10/28/2004		10/28/2004
0002880	Calhoun, Nicole	2/11/1991	Calhoun, Mariea	Robert Coley	10/28/2004		10/28/2004
0002438	Parnelly, Christopher	2/28/1985	Tufte, Darlene	Robert Coley	10/28/2004		10/28/2004
0002348	Mackey, Kimberly	10/23/1992	Fitzgerald, Evelyn	Robert Coley	10/28/2004		10/28/2004
0002244	Haddix, Raymond	1/15/1996	Yeater, Rebecca Ji	Robert Coley	10/28/2004		11/1/2004
0002135	Cottingham, Destiny Li	11/28/1999	Scott, Vanessa (De	Robert Coley	10/28/2004		10/28/2004
0002104	Johnson, Kerria	11/3/1999	Johnson, Casondre	Robert Coley	10/28/2004		10/28/2004

View Cases For: Robert Coley Case Status: Open Resources: Clear Children List Children Clear Resources List Resources

Legend: Normal (black line), Priority 7 (red line), Closed (grey line), Expedited Adoption (purple line), International Adoption (blue line), Residential Placement (green line)

This form is produced by selecting Reports from the menu followed by Form100D. This results in a dialog form from which the user may select either a reporting quarter or a date range which determines the reporting period. This causes the display of the Form100D form, which may be printed by clicking the printer icon in the upper left corner. Close this form with the X in the upper right corner.

ICPC Case Manager - [Case Selection]

File Case Options Form100A Form100B Transmittals Letters Case Logs Reports Help

Selected Cases Case Detail Activity Notes Things To Do Alerts Contacts

Open Cases for Robert Coley 34 Case(s) selected

CaseID	Oldest Child Name	DOB	Mother Name	Worker Name	Opened	Closed	Last Act
0005218	Ogden, Thomas	12/7/1992	Flinn, Ann	Robert Coley	10/28/2004		10/28/2004
0004946	Miller, Chapman	9/19/1985	Miller, Abbie	Robert Coley	10/28/2004		10/28/2004
0004889	South, Noah	6/10/2000	South, Candy M.	Robert Coley	10/28/2004		10/28/2004
0004694	Jackson, Quentesa	9/28/1990	Watts, Burnette Jac	Robert Coley	10/28/2004		10/28/2004
0004689	Lewis, Malik	5/8/1997	Crayton, Diana	Robert Coley	10/28/2004		10/28/2004
0004321	Jeche, Joshua	12/4/2001	Jeche, Sylvana	Robert Coley	10/28/2004		10/28/2004
0004160	Dubose, LaDarius				8/2004		10/28/2004
0004034	Howard, Richard Jam				8/2004		10/28/2004
0003820	Medders, Zoe				8/2004		10/28/2004
0003791	Thom, Alexandria				8/2004		10/28/2004
0003777	Silar, Christina				8/2004		10/28/2004
0003662	Tollefsrud, Taylor Rai				8/2004		10/28/2004
0003201	McDonald, Stephanie				8/2004		10/28/2004
0002880	Calhoun, Nicole				8/2004		10/28/2004
0002438	Parnelly, Christopher				8/2004		10/28/2004
0002348	Mackey, Kimberly				8/2004		10/28/2004
0002244	Haddix, Raymond				11/1/2004		11/1/2004
0002135	Cottingham, Destiny L	11/28/1999	Scott, Vanessa (De	Robert Coley	10/28/2004		10/28/2004
0002104	Johnson, Kerria	11/3/1999	Johnson, Casondre	Robert Coley	10/28/2004		10/28/2004

Reporting Period

Select the Reporting Quarter:

☐ 4th Qtr 2003

☐ 1st Quarter

☐ 2nd Quarter

☒ 3rd Quarter

☐ 4th Quarter

Select a Date Range:

Starting Date:

Ending Date:

Cancel OK

View Cases For: Robert Coley Case Status: Open

Children: Resources:

Clear Children List Children Clear Resources List Resources

Normal Expedited Adoption
Priority 7 International Adoption
Closed Residential Placement

start Inbox - Microsoft Out... Microsoft Word - ICP... ICPC Case Manager - ... 10:56 AM

Form Tabs

Selected Cases

This form shows a list of cases. Originally, it displays the open cases for the worker who has signed on. The worker and case status may be changed using drop down lists at the bottom of the grid. When one of these values changes, the message changes to indicate the new values. The upper right portion of the grid contains a message displaying the number of cases currently displayed.

ICPC Case Manager - [Case Selection]

File Case Options Form100A Form100B Transmittals Letters Case Logs Reports Help

Selected Cases Case Detail Activity Notes Things To Do Alerts Contacts

Open Cases for Robert Coley 34 Case(s) selected

CaseID	Oldest Child Name	DOB	Mother Name	Worker Name	Opened	Closed	Last Act
0005218	Ogden, Thomas	12/7/1992	Finn, Ann	Robert Coley	10/28/2004		10/28/2004
0004946	Miller, Chapman	9/19/1985	Miller, Abbie	Robert Coley	10/28/2004		10/28/2004
0004889	South, Noah	6/10/2000	South, Candy M.	Robert Coley	10/28/2004		10/28/2004
0004694	Jackson, Quentesa	9/28/1990	Watts, Burnette Jac	Robert Coley	10/28/2004		10/28/2004
0004689	Lewis, Malik	5/8/1997	Crayton, Diana	Robert Coley	10/28/2004		10/28/2004
0004321	Jeche, Joshua	12/4/2001	Jeche, Sylvania	Robert Coley	10/28/2004		10/28/2004
0004160	Dubose, LaDarius	10/3/1990	Dubose, Dominique	Robert Coley	10/28/2004		10/28/2004
0004034	Howard, Richard Jam	6/11/1991	Mills, Karen Yvette	Robert Coley	10/28/2004		10/28/2004
0003820	Medders, Zoe	7/12/2001	Medders, Anglea	Robert Coley	10/28/2004		10/28/2004
0003791	Thom, Alexandria	10/6/1986	Davis, Valerie	Robert Coley	10/28/2004		10/28/2004
0003777	Silar, Christina	3/25/1991	Williams, Linda	Robert Coley	10/28/2004		10/28/2004
0003662	Tollefsrud, Taylor Raii	4/18/1996	Tollefsrud, Ashley E	Robert Coley	10/28/2004		10/28/2004
0003201	McDonald, Stephanie	10/3/1985	Jennings, Cathy	Robert Coley	10/28/2004		10/28/2004
0002880	Calhoun, Nicole	2/11/1991	Calhoun, Mariea	Robert Coley	10/28/2004		10/28/2004
0002438	Parnelly, Christopher	2/28/1985	Tufte, Darlene	Robert Coley	10/28/2004		10/28/2004
0002348	Mackey, Kimberly	10/23/1992	Fitzgerald, Evelyn	Robert Coley	10/28/2004		10/28/2004
0002244	Heddix, Raymond	1/15/1996	Yeater, Rebecca Ji	Robert Coley	10/28/2004		11/1/2004
0002135	Cottingham, Destiny Li	11/28/1999	Scott, Vanessa (De	Robert Coley	10/28/2004		10/28/2004
0002104	Johnson, Kerria	11/3/1999	Johnson, Casondre	Robert Coley	10/28/2004		10/28/2004

View Cases For: Robert Coley Case Status: Open

Children: Resources:

Clear Children List Children Clear Resources List Resources

Normal Priority 7 Closed Expedited Adoption International Adoption Residential Placement

start Inbox - Microsoft Out... Microsoft Word - ICP... ICPC Case Manager - ... 11:00 AM

In addition to selection by case worker and case status, case searches may be performed by child or resource name. Entry of a partial name in either of these areas, followed by clicking on List Children or List Resources results in a list of names in the appropriate drop down box containing the partial name. Clear Children or Clear Resources will clear the appropriate drop down box.

In both the tabs and the menu items at the top of the form, there are several items that are not available until a case is selected with a left click. This is because these features are dependent upon a specific case, and are meaningless until a case is selected. Also, once a case is selected, the user may right click on the case to view a pop up menu with the same items as the Case item from the main menu.

The case grid displays a small amount of information about each case on the list. In order to view or edit all information on a case, the user has several options. A double click on a case will cause the display of the Case Detail form, described below. The Case Detail form may also be displayed by left clicking on a case in the case grid and selecting the Case Detail tab.

Case Detail


The Case Detail form displays the detailed information on a case, separated into three areas. These areas include the case itself, the children associated with the case and the resources associated with the case. To edit the information in any of these areas, double click on the area, making sure that the mouse cursor is not on any specific item within the area. This will cause a form to appear displaying the information in a form which may be edited.

ICPC Case Manager - [Case Detail]

File Case Options Form100A Form100B Transmittals Letters Case Logs Reports Help

Selected Cases **Case Detail** Activity Notes Things To Do Alerts Contacts

Case Information - CaseID 0005218

 **Ogden, Thomas**

Sending State: Receiving State: **Alabama** 0005218
ICPC Contact: **LA ICPC**
Contact Phone:

Elapsed Time (Work Days): **7 Days**
Type of Care:

Child Information - ChildID 5698

Child Name: **Ogden, Thomas**
SSN: - - -
Mother's Name: **Flinn, Ann**
Father's Name: **Ogden, Larry**
Date of Birth: **12/7/1992** Age: **11**
Race: **White**
Gender: **Male**
Legal Status: **Parent Relative Custody/Guardianship**
Title IV-E Status: SSI Benefits: **No** ICWA: **Yes**

Case Planning: **Calhoun Co. DHR** 256-231-7518
Address: **P. O. Box 1869, Anniston, AL 36202**

Case Financier: **Calhoun Co. DHR** 256-231-7518
Address: **1991 HWY 95, Mamou, LA 70554**

Resource Information

Resource Name: **No Resources migrated**
SSN:
Address:
County:
Resource Type:
Relationship:

Services Requested

Initial Report Req:
Supervisory Serv:
Report Freq:
Supervising Agent:
Decision:

start | Inbox - Microsoft Out... | W/ Microsoft Word - ICP... | ICPC Case Manager - ... | 11:03 AM

Case Information

This area displays the case information, including the sending and receiving states, the case contact, and the type of care required by the case. Editing this information allows any of it to be changed. Also, the case may be assigned to another worker. After the editing is complete, the changes may be made permanent by clicking Save or withdrawn by clicking Cancel. The case may be marked as closed or deleted from the data base by clicking Close Case or Delete Case, respectively.

Note that a closed case may be reopened. This is accomplished by first viewing the case on the case grid form. Selecting case status of either Closed or All will cause closed cases to display. At this point, there are two methods of reopening the case. The user may select the case with a left click and use menu items Case and ReOpen, or follow the left click on a case with a right click and select ReOpen from the pop up menu. A case is closed by setting the close date to the date of closure.


Note also that a case which is deleted from the data base cannot be recovered.

The screenshot displays the 'ICPC Case Manager - [Case Detail]' window. The title bar includes standard Windows icons and the application name. Below the title bar is a menu bar with 'File', 'Case', 'Options', 'Form100A', 'Form100B', 'Transmittals', 'Letters', 'Case Logs', 'Reports', and 'Help'. A tabbed interface shows 'Selected Cases', 'Case Detail' (active), 'Activity Notes', 'Things To Do', 'Alerts', and 'Contacts'. The main content area is divided into two sections. The top section, 'Case Information - CaseID 0005218', features a cartoon character icon and displays 'Ogden, Thomas' as the case name. It lists 'Sending State: Alabama', 'Receiving State: Alabama', 'ICPC Contact: LA ICPC', and 'Contact Phone:'. To the right, it shows 'Elapsed Time (Work Days): 7 Days' and 'Type of Care:'. The bottom section, 'Edit - Case Information', is highlighted in yellow and contains several input fields: 'Sending State:' (dropdown), 'Receiving State:' (dropdown), 'Priority/Status:' (dropdown set to 'Normal'), 'Other State CaseID:' (text field), 'ICPC Contact:' (text field set to 'LA ICPC'), 'Contact Phone:' (text field), and 'Case Worker Assignment:' (dropdown set to 'Robert Coley'). At the bottom right of this section are four buttons: 'Delete Case', 'Close Case', 'Cancel', and 'Save Changes'. The Windows taskbar at the bottom shows the 'start' button, open applications including 'Inbox - Microsoft Out...', 'Microsoft Word - ICP...', and 'ICPC Case Manager - ...', and the system clock showing '11:05 AM' on '02/14/06'.

Child Information

This area displays the child information. This includes information on the child and the names and social security numbers of his or her parents. It also lists the child's legal status, Title IV-E status, and whether the child qualifies for SSI or ICWA. The case planning and case financier information are displayed in the child area. Also, the resource with whom the child was placed and the date of placement is shown.

The screenshot shows the 'ICPC Case Manager - [Case Detail]' window. The main content area displays 'Case Information - CaseID 0005218' for 'Ogden, Thomas'. It includes fields for 'Sending State', 'Receiving State' (Alabama), 'ICPC Contact' (LA ICPC), and 'Contact Phone'. A '7 Days' elapsed time is shown. Below this is the 'Edit - Child Information' section with a yellow background, containing fields for child and parent details, legal status, case planning, and case financier information. At the bottom are buttons for 'Delete Child', 'Add Child', 'Close Child', 'Cancel', and 'Save Changes'.

Case Information - CaseID 0005218	
	Ogden, Thomas
Sending State:	
Receiving State:	Alabama 0005218
ICPC Contact:	LA ICPC
Contact Phone:	
Elapsed Time (Work Days):	7 Days
Type of Care:	

Edit - Child Information	
Child Name:	Ogden, Thomas
Social Security Num:	- -
Mother Name:	Finn, Ann
Father Name:	Ogden, Larry
Date of Birth:	12/7/1992
Gender:	Male
Race:	White
<input type="checkbox"/> Hispanic Ethnicity	
Title IV-E Subsidy Status:	
SSI Benefits:	<input type="checkbox"/>
ICWA:	<input checked="" type="checkbox"/>
SSN:	
SSN:	
Legal Status:	Parent Relative Custody/Guardianship
Case Planning:	Calhoun Co. DHR
Address:	P. O. Box 1869, Anniston, AL 36202
Phone:	256-231-7518
Case Financier:	Calhoun Co. DHR
Address:	1991 Hwy 95, Mamou, LA 70554
Phone:	256-231-7518

Buttons: Delete Child, Add Child, Close Child, Cancel, Save Changes

If the case involves multiple children, the displayed child's name appears as the selected entry in a drop down box, with the rest of the children as entries in the box. The selection of one of these children names will cause the information for that child to be displayed.

The child area initially displays the resource with which the child was placed and the date of the placement. If the user selects another resource, these fields are not displayed in the child area.

The child information may be edited by double clicking in this area, making sure that the mouse cursor is not on a data item. This results in the display of a form that allows for data entry into each of these fields. Changes may be made permanent by clicking the Save button or backed out by selecting the Cancel button.

This child may be deleted from the data base or additional children may be added to this case by clicking the Delete Child or Add Child, respectively. Deleted children are permanently removed from the data base. Closing a child results in the child's active flag being set to zero.

Resource Information

This area displays the information for the resources on the case. This includes the resource name, social security number and address. It shows the type of resource and the relationship to the child.

Under Services Requested, the form shows the report requested, the supervisory services required, the report frequency, the supervising agent and the date and result of the decision. To edit this information, double click on the resource information area. Be sure to place the mouse cursor on an area outside of a data field.

The screenshot shows the ICPC Case Manager application window titled "ICPC Case Manager - [Case Detail]". The window has a menu bar with "File", "Case", "Options", "Form100A", "Form100B", "Transmittals", "Letters", "Case Logs", "Reports", and "Help". Below the menu bar is a tabbed interface with tabs for "Selected Cases", "Case Detail" (active), "Activity Notes", "Things To Do", "Alerts", and "Contacts".

The main content area displays the "Case Information - CaseID 0005218" for "Ogden, Thomas". It includes fields for "Sending State: Alabama", "Receiving State: 0005218", "ICPC Contact: LA ICPC", and "Contact Phone:". To the right, it shows "Elapsed Time (Work Days): 7 Days" and "Type of Care:". Below this is the "Edit - Resource Information" form, which is highlighted in yellow. The form contains the following fields:

- Resource Name(s): No Resources migrated 0
- Social Security Num(s): SSN 1, SSN 2
- Address: City, State, Zip, Country
- Resource Type: (dropdown)
- Resource Relationship: (dropdown)
- Type of Care: (dropdown)
- Initial Report Freq: (dropdown)
- Supervisory Serv: (dropdown)
- Report Frequency: (dropdown)
- Supervising Agent: (text field)
- Address: (text field)
- Form 100A Decision: (dropdown)
- Decision Date: (text field)

At the bottom of the form are buttons for "Delete", "New Resource", "Close Resource", "Cancel", and "Save Changes". The Windows taskbar at the bottom shows the "start" button, open applications including "Inbox - Microsoft Out...", "Microsoft Word - ICP...", and "ICPC Case Manager - ...", and the system clock showing "11:10 AM".

If the case involves multiple resources, the displayed resource's name appears as the selected entry in a drop down box, with the rest of the resources as entries in the box. The selection of one of these resource names will cause the information for that resource to be displayed.

The resource area displays an icon saying Placement Decision Required if no placement decision has been reached for this resource. If this is the case, the resource information must be edited to specify the Form 100A Decision and the Decision Date.

The resource area initially displays an icon saying Placement Resource to indicate that this is the resource with whom the child was placed. If the user selects another resource, this icon is not displayed. Also, if the resource name is changed, the Placed With and Placement Date in the child area no longer appears.

The resource edit form allows the user to update the information for the resource. The user may back out the changes by clicking on the Cancel button or save the changes by clicking the Save button.

Resources may be deleted or closed by clicking the Delete or Close Resource button. A deleted resource is permanently removed from the data base. A closed resource has its active indicator set to zero.

Activity Notes

The user may enter activity notes for a specific case. This note includes a caption and a more verbose information section. The system also keeps the user entering the note and the date upon which it was entered.

The form consists of a grid at the top of the form similar to the grid on the case form. Clicking on a note on this grid causes the information on the note to be displayed below. Buttons exist at the bottom of the form to Add a new note, Edit the currently displayed note, or delete the currently displayed note.

ICPC Case Manager - [Activity Notes]

File Case Options Form100A Form100B Transmittals Letters Case Logs Reports Help

Selected Cases Case Detail **Activity Notes** Things To Do Alerts Contacts

Case Notes CaseID: 0005218

No memo records found for Ogden, Thomas

Memo ID	Date	Submitted By	Activity Notes Caption
---------	------	--------------	------------------------

Submitted By: Date of Submission:

Activity Note Caption:

Activity Information:

Add Edit Delete

Things To Do

This form is similar to the Activity Notes form. It lists task descriptions and task details. It also lists the start date, the due date, the priority and status of the task. When the user clicks on a task on the grid, the detail information of the task is displayed below.

Buttons appear on the form that allow the user to Add new tasks, edit the currently displayed task, or delete the currently displayed task.

A calendar appears to the left of the detail area for the tasks. If the mouse cursor is on a date field, such as Start Date, Due Date or Completed On, a date selected from the calendar will populate the current field.

The screenshot shows the 'ICPC Case Manager - [To Do]' window. The menu bar includes File, Case, Options, Form100A, Form100B, Transmittals, Letters, Case Logs, Reports, and Help. The toolbar has buttons for Selected Cases, Case Detail, Activity Notes, Things To Do (active), Alerts, and Contacts.

The main content area displays a 'Things To Be Done' form for CaseID: 0005218, Ogden, Thomas. It contains a table with the following data:

Task ID	Start	Due	Priority	Status	Task Caption
292	11/1/2004	12:00:00 AM	Important	In Process - Past	Davis, Asia has reached the legal age of Emancipation

Below the table is a calendar for November 2004. The calendar shows dates from 1 to 11. To the right of the calendar is a form for adding or editing tasks. It includes fields for Start Date, Due Date, and Completed On. The Priority is set to Normal, and the Status of Task is Pending Start Date. There is a checkbox for 'Alert on Due Date' which is checked. The Task Description field is empty. The Task Detail field is also empty. There are buttons for Add, Edit, and Delete.

Alerts

Some user actions generate alerts to remind the user of important events. These alerts may be viewed on a case basis in the Alerts form. There is a grid at the top of the alert form which is similar to the grids on the other forms which displays some of the information for the alert. Clicking on an alert causes detailed information to appear below.

Alert Information and Configuration CaseID: 0005218
Ogden, Thomas

Alert ID	Date	Time	Priority	Worker	Task Caption
2408	12/7/2010	8:00:00 AM	Important	Robert Coley	Ogden, Thomas has reached the legal age of Emancipation

--Today-- Alarm Date: Alarm Time: Priority

November 2004 November 2004

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Alarm Caption:

Alarm Message:

Add Edit Delete

An alert consists of a short caption and a more verbose message for the alert. The alert contains the date and time that the alert will become effective along with the priority of the alert and the worker assigned to the case.

There is an Add button at the bottom of the form by which the user may add new alerts for this case. Also, the user may edit the currently displayed alert by clicking the Edit button or delete the currently displayed case by clicking the Delete button.

There is a calendar at the bottom of the form to the left of the alert detail area. The user may use this calendar to select dates when editing an existing alert or adding a new alert. Place the mouse cursor on the desired date field, select a date from the calendar, and the date field will be filled with the date selected.

Contacts

The user may maintain an address book using the contacts form. Similar to the other forms, there is a grid at the top of the form displaying some of the information for a contact. When a contact is selected with a left mouse click, the detailed information for the contact is displayed on the bottom of the form.

Directly under the contacts grid is a list of letters that may be selected. Selection of a letter will cause the grid to list only those contacts whose last names begin with that letter.

The detailed area of the form contains buttons to Add new contacts, Edit the currently displayed contact, or Delete the currently displayed contact.

ICPC Case Manager - [Contacts]

File Case Options Form100A Form100B Transmittals Letters Case Logs Reports Help

Selected Cases Case Detail Activity Notes Things To Do Alerts Contacts

Contacts Screen *No Records Found for selection*

ID	Last Name	First Name	Company	Job Title	Business	FAX
----	-----------	------------	---------	-----------	----------	-----

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Full Name: First Initial Last Business Phone: Add

Company Name: Personal Phone: Edit

Job Title: FAX Phone: Delete

Address: Mobile Phone:

Apt./Suite/Vrte. Email Address:

City, State Zip: Additional Information:

Directory User: Robert Coley Personal

Menu Items

File

Exit

This menu feature is used to exit the program. Alternatively, the user may press F12 at any time to exit the program.

Case

New

This menu feature is used to initiate new forms. Form 100-A generates a form that will create a case upon the receipt of a Form 100-A. Form 100-B and Transmittal are used to create forms for an existing case that was selected from the case grid.

Form 100-A

This feature allows the user to create a new case reflecting the receipt of a Form 100-A. The Form 100-A is described in more detail above.

Form 100-B

This feature allows the user to create a new case reflecting the receipt of a Form 100-B. The Form 100-B is described in more detail above.

Transmittal

This feature allows the user to create a new case reflecting the receipt of a Transmittal form. The Transmittal form is described in more detail above.

Edit

This feature allows the user to display the Case Detail form in edit mode. Subitems on this menu item include Case, Children, and Resource. Editing of these areas is explained in detail above.

Case

Sends the user to the Case Detail form to edit the case information.

Children

Sends the user to the Case Detail form to edit the child information.

Resource

Sends the user to the Case Detail form to edit the resource information.

Close

This feature allows the user to close the currently selected case. This feature is explained in more detail above.

ReOpen

This feature allows the user to reopen the currently selected case which has been closed previously. This feature is explained in more detail above.

Delete

This feature allows the user to delete the currently selected case. This action removes the case from the data base and may not be undone. This feature is explained in more detail above.

Options

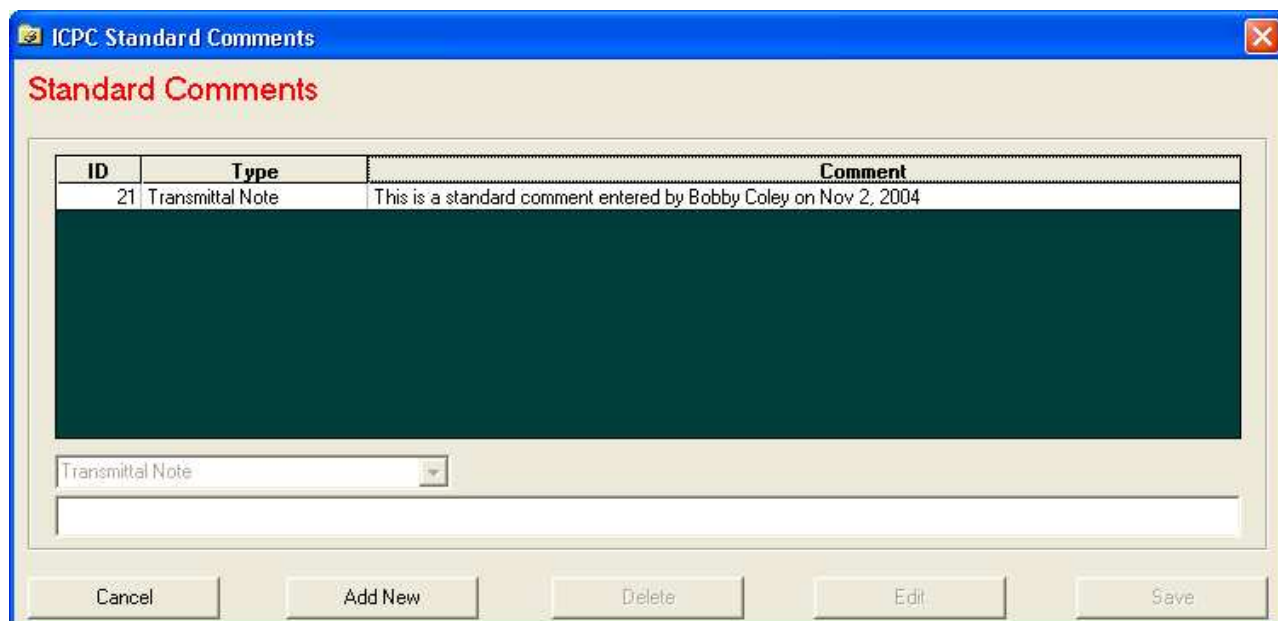
Alert Defaults

This feature displays a form which allows the user to enter numbers of days that are used to set alerts, that are explained above. A sample of the form follows:

	(First Alert /days)	(Renewal /days)
Parent Home Study:	45	7
Relative Home Study:	45	7
Foster Care Home Study:	75	30
Adoptive Care Home Study:	90	30
Priority 7 Warning:	15	1
Expedited Adoption:	14	1
Residential Placement:	180	30
International Adoption:	0	0
Default Other Alert Period:	30	7
Age of Legal Emancipation (yrs):	18	1

Standard Comments

The user may use this feature to enter and later view any comments that she desires. The form is similar to the other forms in that it consists of a grid from which a comment may be selected. The detail area of the comment is displayed below. The user has the ability to Add a new comment or to Edit or Delete the currently displayed comment.



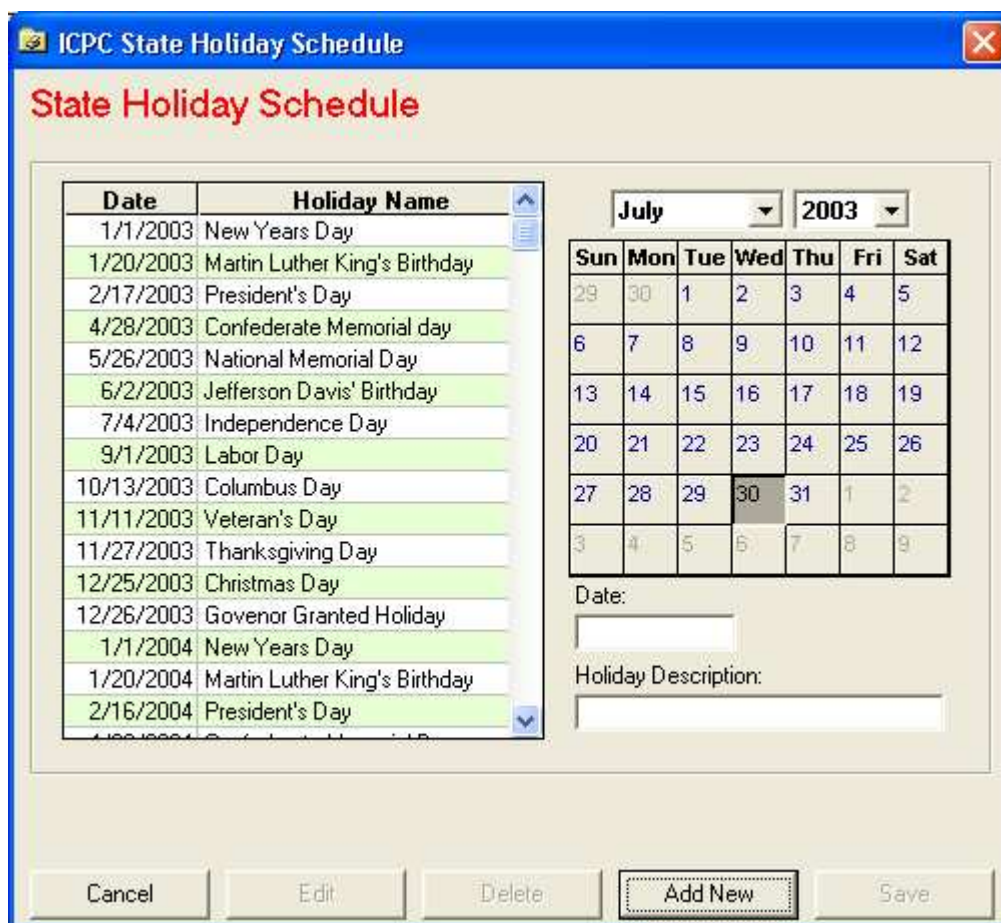
ID	Type	Comment
21	Transmittal Note	This is a standard comment entered by Bobby Coley on Nov 2, 2004

Transmittal Note

Cancel Add New Delete Edit Save

Holiday Schedule

Restricted to employees who are defined as Managers or Administrators, this feature allows the entry of state holidays for the current year. New holidays may be added, or the currently displayed holiday may be edited or deleted. A calendar appears on this form to assist in the entry of dates. Place the mouse cursor on the date field, select a date from the calendar and the date field will be set to the calendar date.



The screenshot shows a software window titled "ICPC State Holiday Schedule". Inside, there's a section titled "State Holiday Schedule" in red. It contains a table of holidays, a calendar for July 2003, and input fields for a date and holiday description. At the bottom are buttons for "Cancel", "Edit", "Delete", "Add New", and "Save".

Date	Holiday Name
1/1/2003	New Years Day
1/20/2003	Martin Luther King's Birthday
2/17/2003	President's Day
4/28/2003	Confederate Memorial day
5/26/2003	National Memorial Day
6/2/2003	Jefferson Davis' Birthday
7/4/2003	Independence Day
9/1/2003	Labor Day
10/13/2003	Columbus Day
11/11/2003	Veteran's Day
11/27/2003	Thanksgiving Day
12/25/2003	Christmas Day
12/26/2003	Govenor Granted Holiday
1/1/2004	New Years Day
1/20/2004	Martin Luther King's Birthday
2/16/2004	President's Day

Calendar: July 2003

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

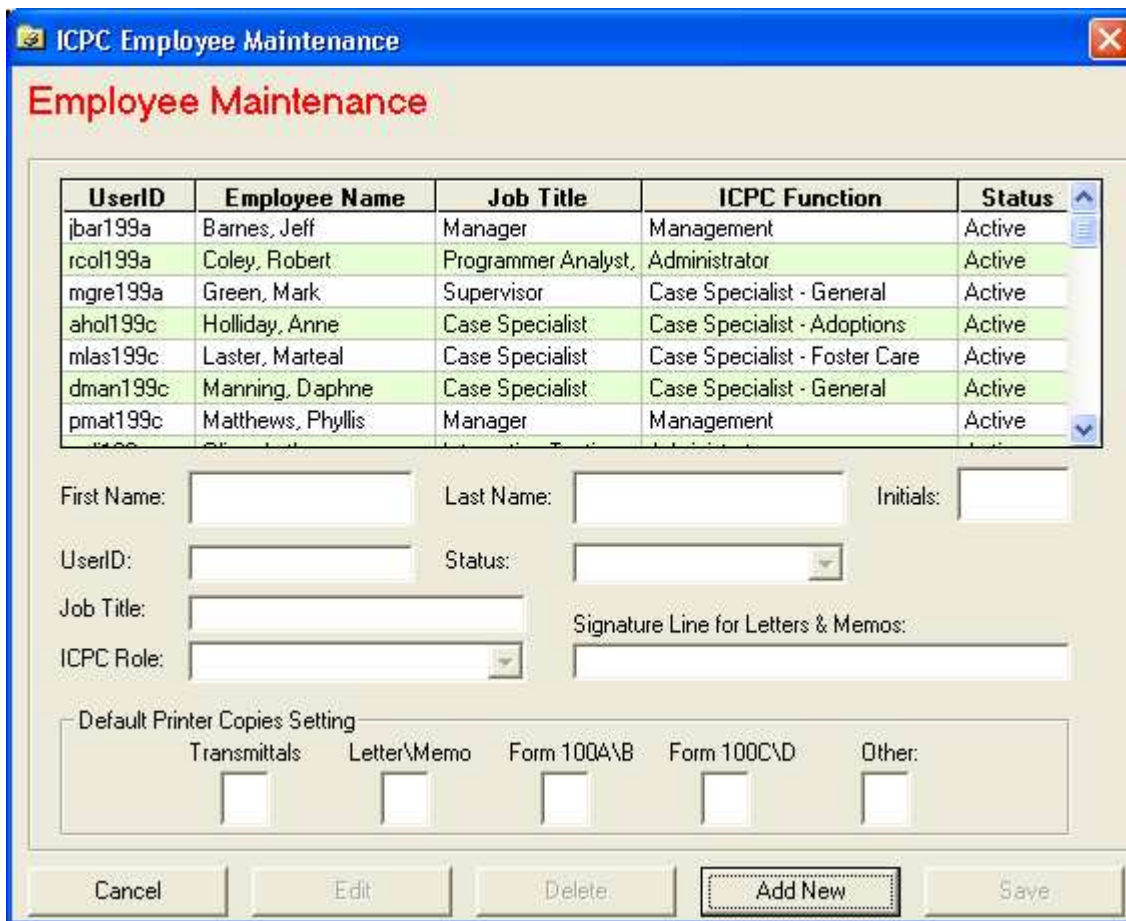
Date:

Holiday Description:

Buttons: Cancel, Edit, Delete, Add New, Save

Employees

Restricted to employees who are defined as Managers or Administrators, this feature allows the maintenance of the case worker information for ICPC. Case workers may be added or deleted, and information for a case worker may be changed using this form.



The screenshot shows the 'ICPC Employee Maintenance' window. It features a table of existing employees and a form for adding or editing an employee. The table has columns for UserID, Employee Name, Job Title, ICPC Function, and Status. The form includes fields for First Name, Last Name, Initials, UserID, Status, Job Title, ICPC Role, and a Signature Line. There is also a section for 'Default Printer Copies Setting' with checkboxes for Transmittals, Letter\Memo, Form 100A\B, Form 100C\D, and Other. At the bottom are buttons for Cancel, Edit, Delete, Add New, and Save.

UserID	Employee Name	Job Title	ICPC Function	Status
jbar199a	Barnes, Jeff	Manager	Management	Active
rcol199a	Coley, Robert	Programmer Analyst	Administrator	Active
mgre199a	Green, Mark	Supervisor	Case Specialist - General	Active
ahol199c	Holliday, Anne	Case Specialist	Case Specialist - Adoptions	Active
mlas199c	Laster, Martea	Case Specialist	Case Specialist - Foster Care	Active
dman199c	Manning, Daphne	Case Specialist	Case Specialist - General	Active
pma1199c	Matthews, Phyllis	Manager	Management	Active

First Name: Last Name: Initials:

UserID: Status:

Job Title: Signature Line for Letters & Memos:

ICPC Role:

Default Printer Copies Setting

Transmittals ☐ Letter\Memo ☐ Form 100A\B ☐ Form 100C\D ☐ Other: ☐

Cancel Edit Delete Add New Save

Form100A

This menu option handles Form 100-A, as described in detail above.

New Case

Print Current Form 100-A

A sample Form 100A is shown below:

The screenshot shows a web browser window titled "Form-100A" with a zoom level of 100%. The form is titled "ICPC 100A (DHR-1238) REV. 8/2001 INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN REQUEST". It includes fields for "TO: Alabama ICPC Office" and "FROM: Alaska ICPC Office". A note states "One form per child please type".

Section I - Identifying Data

Notice is given of intent to place - Name of Child: Test Child		Ethnicity:	Hispanic Origin: <input type="radio"/> Yes <input checked="" type="radio"/> No
Social Security Number:	ICWA Eligible <input checked="" type="radio"/> Yes <input type="radio"/> No	Race: <input type="radio"/> American Indian or Alaskan Native <input type="radio"/> Asian <input type="radio"/> Unknown <input type="radio"/> Other:	<input type="radio"/> Native Hawaiian/Other Pacific Islander <input type="radio"/> Black or African American <input checked="" type="radio"/> White
Sex: Female	Date of Birth: 12/27/1995	Title IV-E Determination <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	
Name of Mother:		Name of Father:	
SSN (if known):		SSN (if known):	
Name of Agency or Person Responsible for Planning for Child: Test Planner		Phone: 334-353-0000	
Address: Test Planner Address			
Name of Agency or Person Financially Responsible for Child: Test Planner		Phone: 334-353-0000	
Address: Test Planner Address			

Section II - Placement Information

Name of Person(s) or Facility Child is to be placed with: Test Resource	SSN#: SSN#:
Address: Test Resource Address Montgomery Alabama 36102	Phone:
Type of Care Requested: <input type="radio"/> Foster Family Home <input type="radio"/> Group Home Care <input type="radio"/> Child Care Institution <input checked="" type="radio"/> Parent <input type="radio"/> Residential Treatment Center <input type="radio"/> Institutional Care-Article VI, Adjudicated Delinquent	Relationship: <input type="radio"/> Relative (not parent) <input type="radio"/> Other <input type="radio"/> Other: Adoption <input type="radio"/> IV-E Subsidy <input type="radio"/> NonIV-E Subsidy Finalized In: <input type="radio"/> Sending State <input type="radio"/> Receiving State
Current Legal Status of Child: <input type="radio"/> Sending Agency Custody/Guardianship <input checked="" type="radio"/> Parent Relative Care/Guardianship	<input type="radio"/> Court Jurisdiction Only <input type="radio"/> Protective Supervision <input type="radio"/> Parental Rights Terminated-Right to Place for Adoption <input type="radio"/> Unaccompanied Refugee Minor <input type="radio"/> Other

Section III - Services Requested

Initial Report Requested: <input checked="" type="radio"/> Parent Home Study <input type="radio"/> Relative Home Study	Supervisory Services Requested: <input checked="" type="radio"/> Request Receiving State to Arrange Supervision <input type="radio"/> Another Agency Agreed to Supervise	Supervisory Reports Requested: <input type="radio"/> Monthly <input checked="" type="radio"/> Quarterly
-------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------

Pages: 1

Form100B

This menu option handles Form 100-B, as described in detail above.

History

New Form100B

A sample Form 100B is shown below.

The screenshot displays the 'Form 100B' application window. The title bar reads 'Form 100B' with standard window controls. Below the title bar is a toolbar with an 'Open' icon and a 'Zoom' dropdown set to '100%'. The main content area is a form titled 'ICPC 100B REV. 8/2001' and 'INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN REPORT ON CHILD'S PLACEMENT STATUS'. A note on the right states 'One form per child please type'. The form is divided into three sections: Section I - Identifying Information, Section II - Placement Status, and Section III - Compact Placement Termination. Section I contains fields for 'TO: Alabama ICPC Office', 'FROM: Arizona ICPC Office', 'Child's Name: Stallings, Byron, Jr.', 'Birthdate: 7/4/1994', 'Mother's Name: Ryan, Patty', and 'Father's Name:'. Section II contains radio buttons for 'Initial Placement of Child in Receiving State' (selected) and 'Placement Change', along with fields for 'Date Child Placed in Receiving State: 11/1/2004', 'Name of Resource: Try this again', 'Address: Dexter Ave', and 'Type of Care: Adoptive - International'. Section III contains radio buttons for 'Adoption Finalized', 'In Sending State' (selected), 'In Receiving State', and 'Court Order Attached', along with other options like 'Child Reached Majority/Legally Emancipated', 'Legal Custody Returned to Parent(s)', 'Legal Custody Given to Relative', 'Treatment Completed', 'Sending State's Jurisdiction Terminated with the Concurrence of the Receiving State', 'Unilateral Termination', 'Child Returned to Sending State', 'Child Has Moved To Another State', 'Proposed Placement Request Withdrawn', and 'Approved Resource Will Not Be Used for Placement'. The bottom of the window shows a 'Pages: 1' indicator.

Form 100B
Zoom: 100%

ICPC 100B
REV. 8/2001

INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN
REPORT ON CHILD'S PLACEMENT STATUS

One form per child
please type

TO: Alabama ICPC Office FROM: Arizona ICPC Office

Section I - Identifying Information

Child's Name: Stallings, Byron, Jr. Birthdate: 7/4/1994
Mother's Name: Ryan, Patty Father's Name:

Section II - Placement Status

☒ Initial Placement of Child in Receiving State ☐ Placement Change
Date Child Placed in Receiving State: 11/1/2004 Date Child Placed in Receiving State:
Name of Resource: Try this again Name of Resource:
Address: Dexter Ave Address:
Type of Care: Adoptive - International Type of Care:

Section III - Compact Placement Termination

☐ Adoption Finalized ☒ In Sending State ☐ In Receiving State ☐ Court Order Attached
☒ Child Reached Majority/Legally Emancipated ☐ Court Order Attached
☐ Legal Custody Returned to Parent(s) ☐ Court Order Attached
☐ Legal Custody Given to Relative ☐ Court Order Attached
Name: Relationship:
☐ Treatment Completed
☐ Sending State's Jurisdiction Terminated with the Concurrence of the Receiving State
☐ Unilateral Termination
☐ Child Returned to Sending State
☐ Child Has Moved To Another State
☐ Proposed Placement Request Withdrawn
Name Of Placement Resource:
☐ Approved Resource Will Not Be Used for Placement

Pages: 1

Transmittals

This menu option handles transmittal forms, as described in detail above.


History

Blank Transmittal Form

A sample of the Transmittal report follows:

Case Transmittal Form

Zoom: 100%



State of Alabama
Department of Human Resources

50 Ripley
S. Gordon Persons
Montgomery, Alabama

Date: 11/9/2004

To: Marcia Pickering
Attention: Marcia Pickering
From: Robert Coley

AL Case ID: 0411091
Regarding: Test Child
Mother/PAP:

Please Submit Your Response In TRIPLICATE To This Office		
Attached	Requested	
<input checked="" type="radio"/>	<input type="radio"/>	EvalAssessment Address:
<input checked="" type="radio"/>	<input type="radio"/>	ICPC Form(s) 100-A: <input checked="" type="radio"/> For Consideration <input type="radio"/> Approved <input type="radio"/> Disapproved
<input checked="" type="radio"/>	<input type="radio"/>	Social Summary/Study on Child(ren)/Family
<input type="radio"/>	<input type="radio"/>	Court/Legal Documents
<input type="radio"/>	<input type="radio"/>	ICPC Form(s) 100-B: <input type="radio"/> Confirm Placement Date <input type="radio"/> Cancellation of Request <input type="radio"/> Adoption Finalization <input type="radio"/> Service Termination <input type="radio"/> Placement Status Change <input type="radio"/> Approved Resource Will Not Be Used for Placement.
<input type="radio"/>	<input type="radio"/>	Supervisory/Progress Report(s):
<input type="radio"/>	<input type="radio"/>	Additional Info on above Child(ren):
<input type="radio"/>	<input type="radio"/>	Placement Agreement(s) Agency Release for Adoption
<input type="radio"/>	<input type="radio"/>	Birth Verification
<input type="radio"/>	<input type="radio"/>	Financial Medical Plan (DHR-ICPC-2113)
<input type="radio"/>	<input type="radio"/>	Child Protective Services Alert:
<input type="radio"/>	<input type="radio"/>	Non-Compact Matter: <input type="radio"/> Divorce Custody <input type="radio"/> Other
<input type="radio"/>	<input type="radio"/>	Self-Explanatory <input type="radio"/> For Your Information/Files

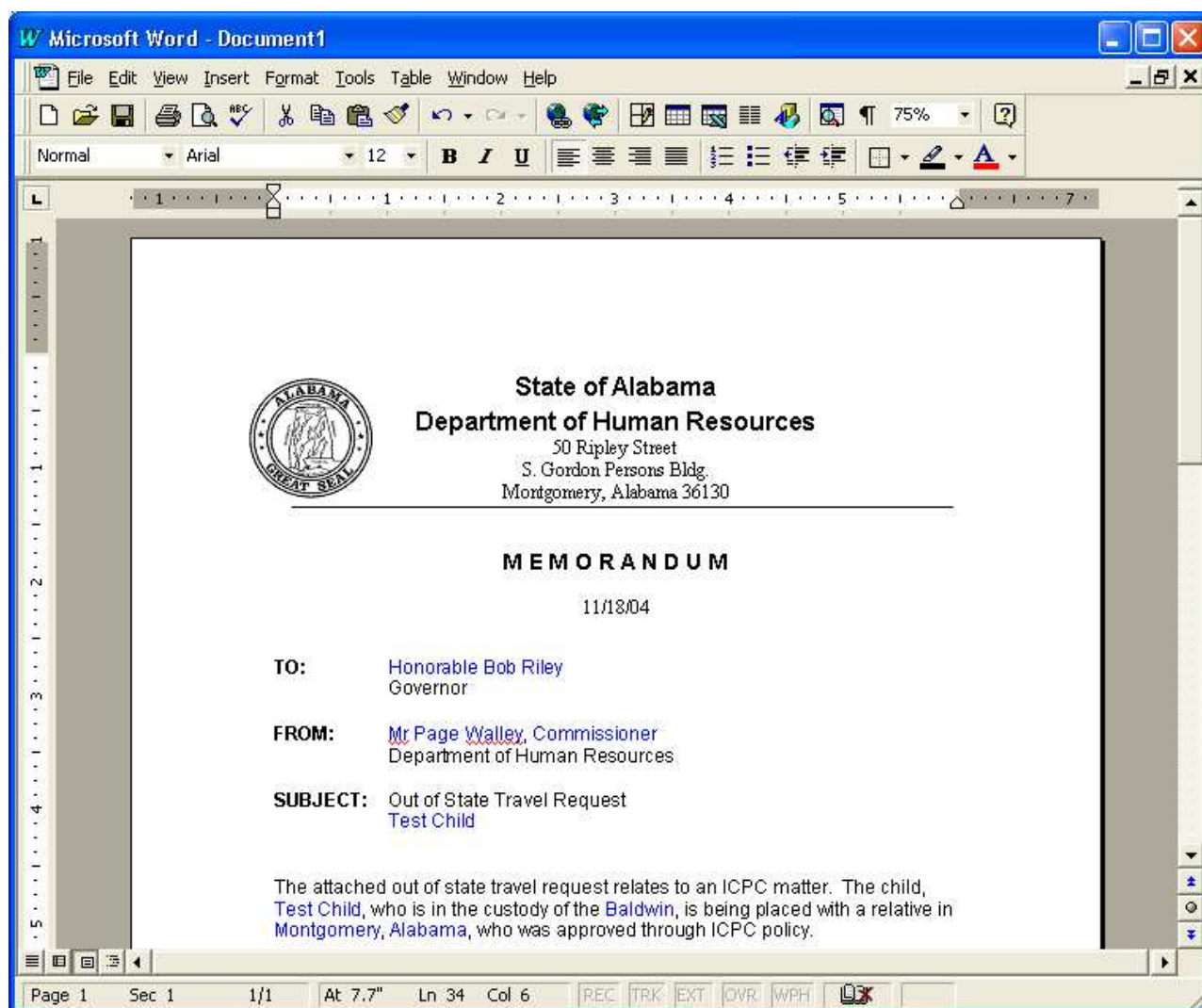
Pages: 1

Letters

This menu option is used to produce several letters. Prior to creating a letter, a Form 100-B must be created for the child.

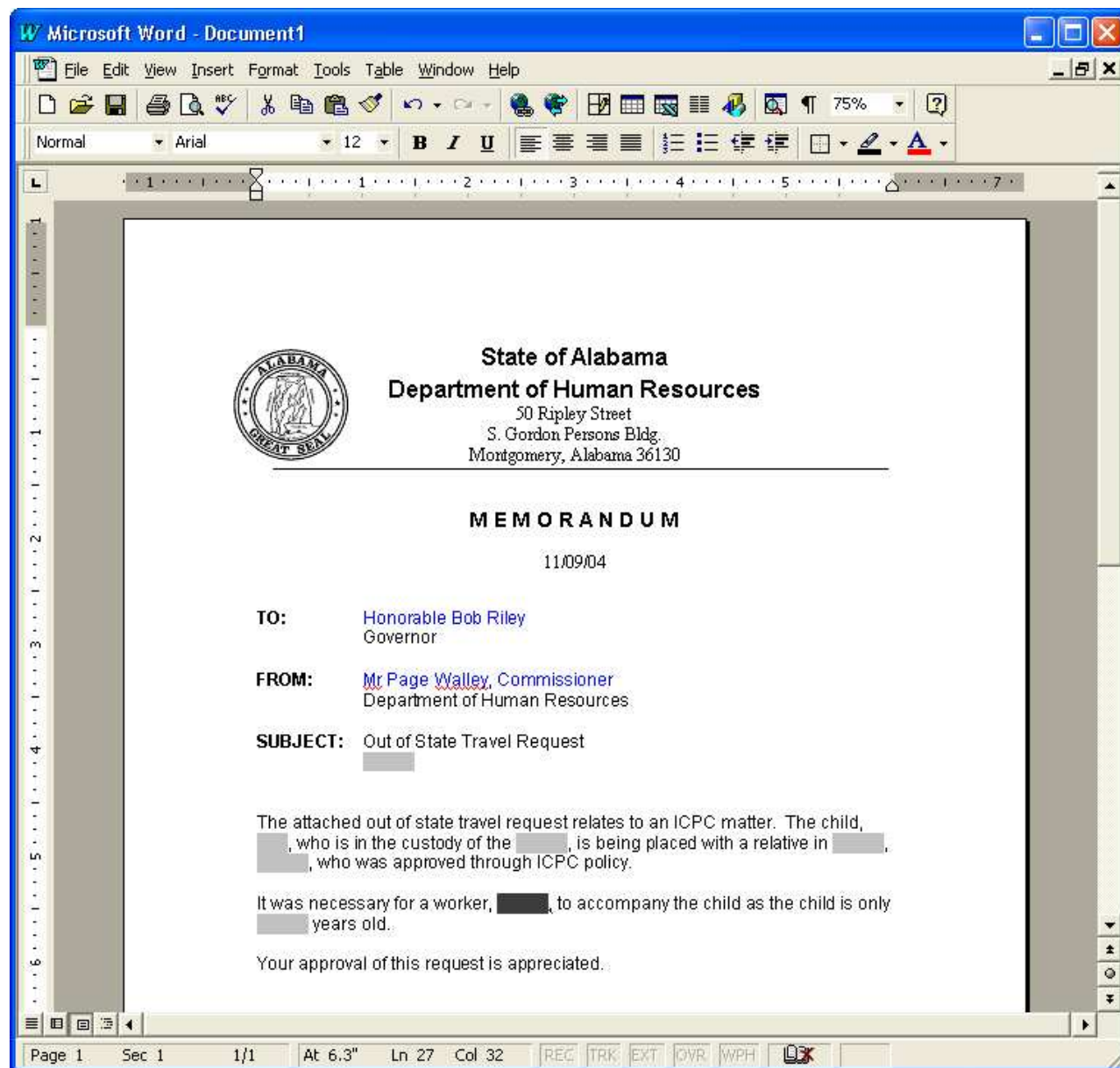
Travel Request – Child Only

A sample of this letter follows:



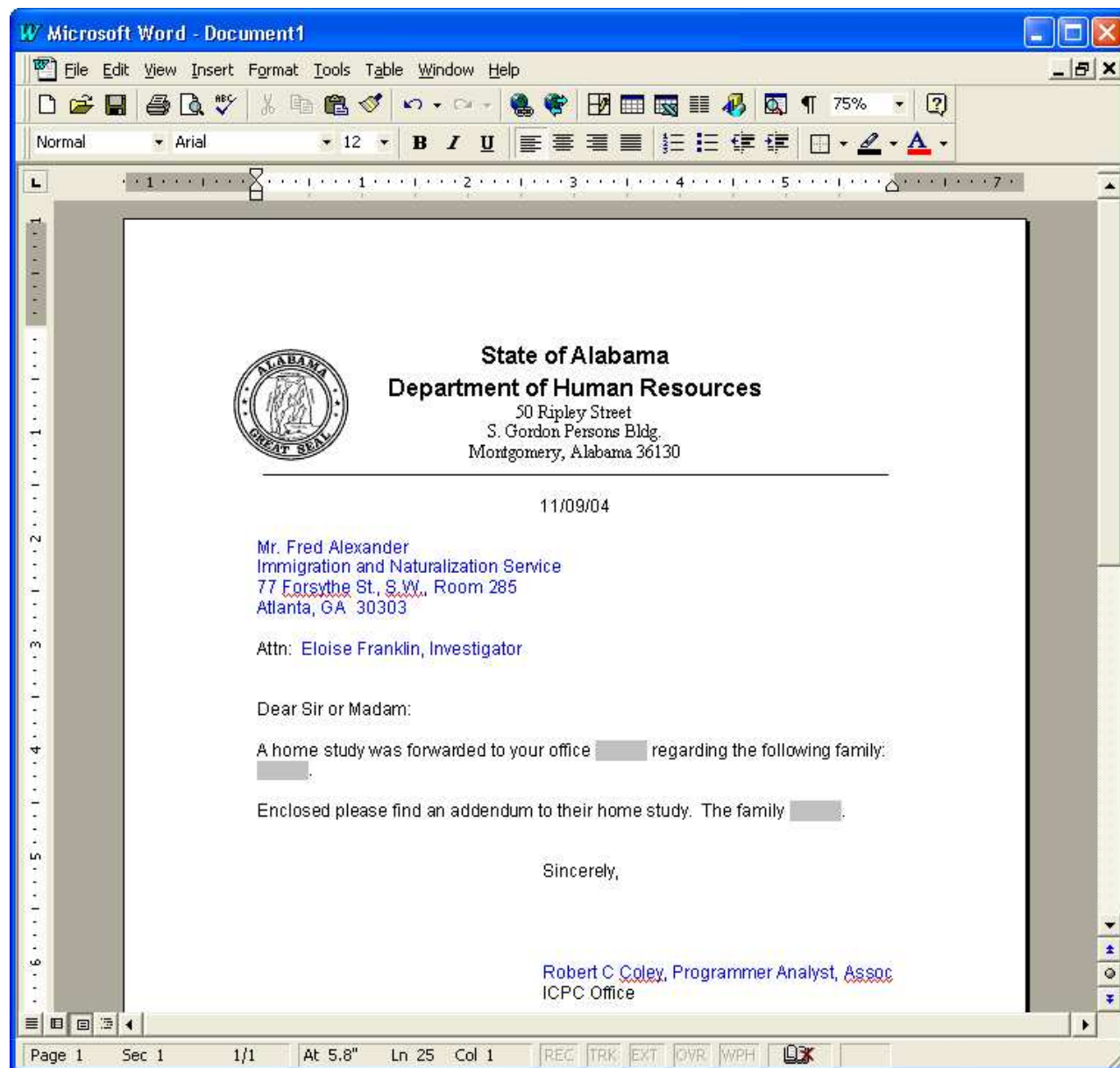
Travel Request – Child With Case Worker

A sample of this letter follows:



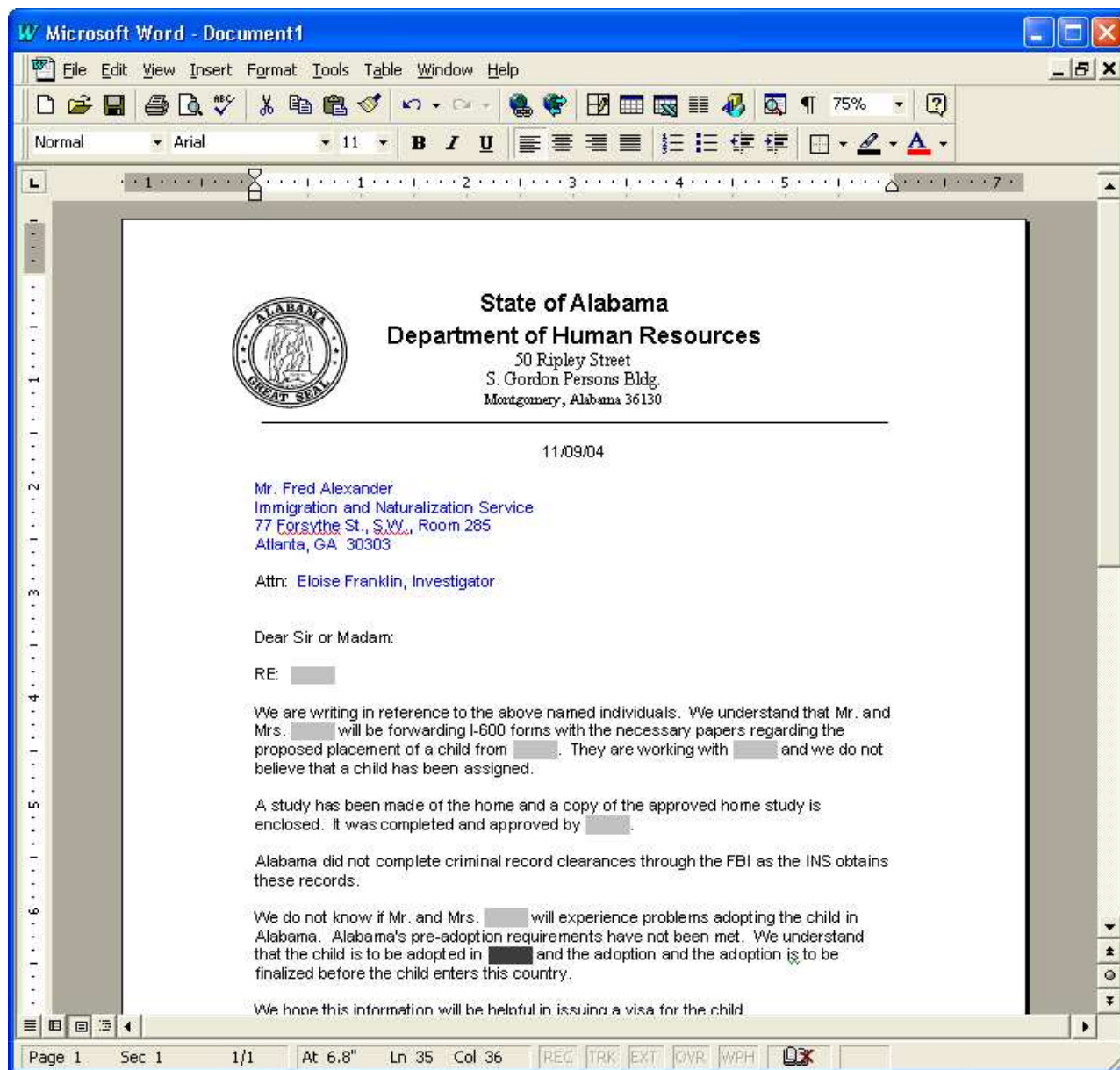
INS – Change in Study

A sample of this letter follows:



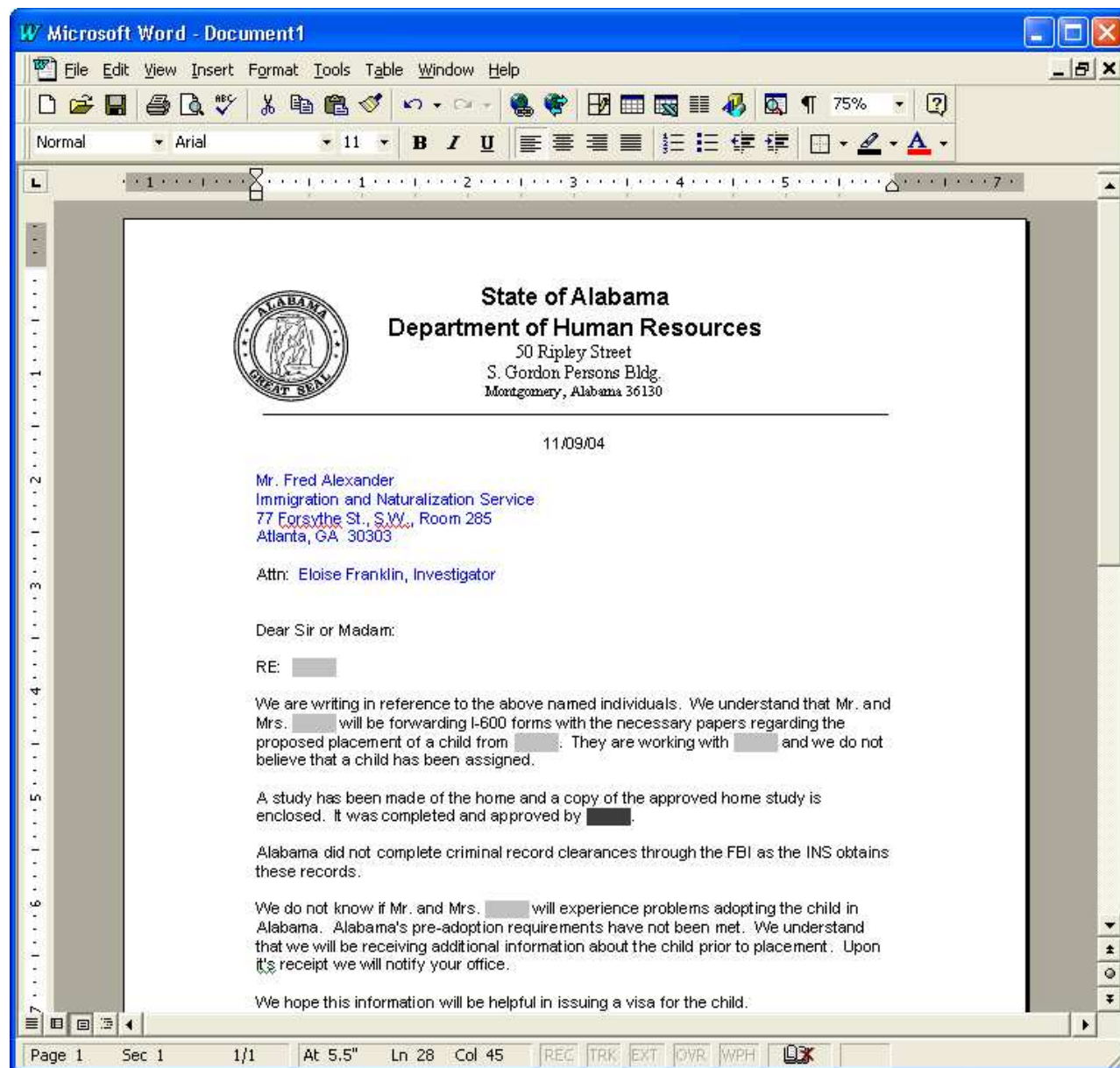
INS – Unidentified Resource

A sample of this letter follows:



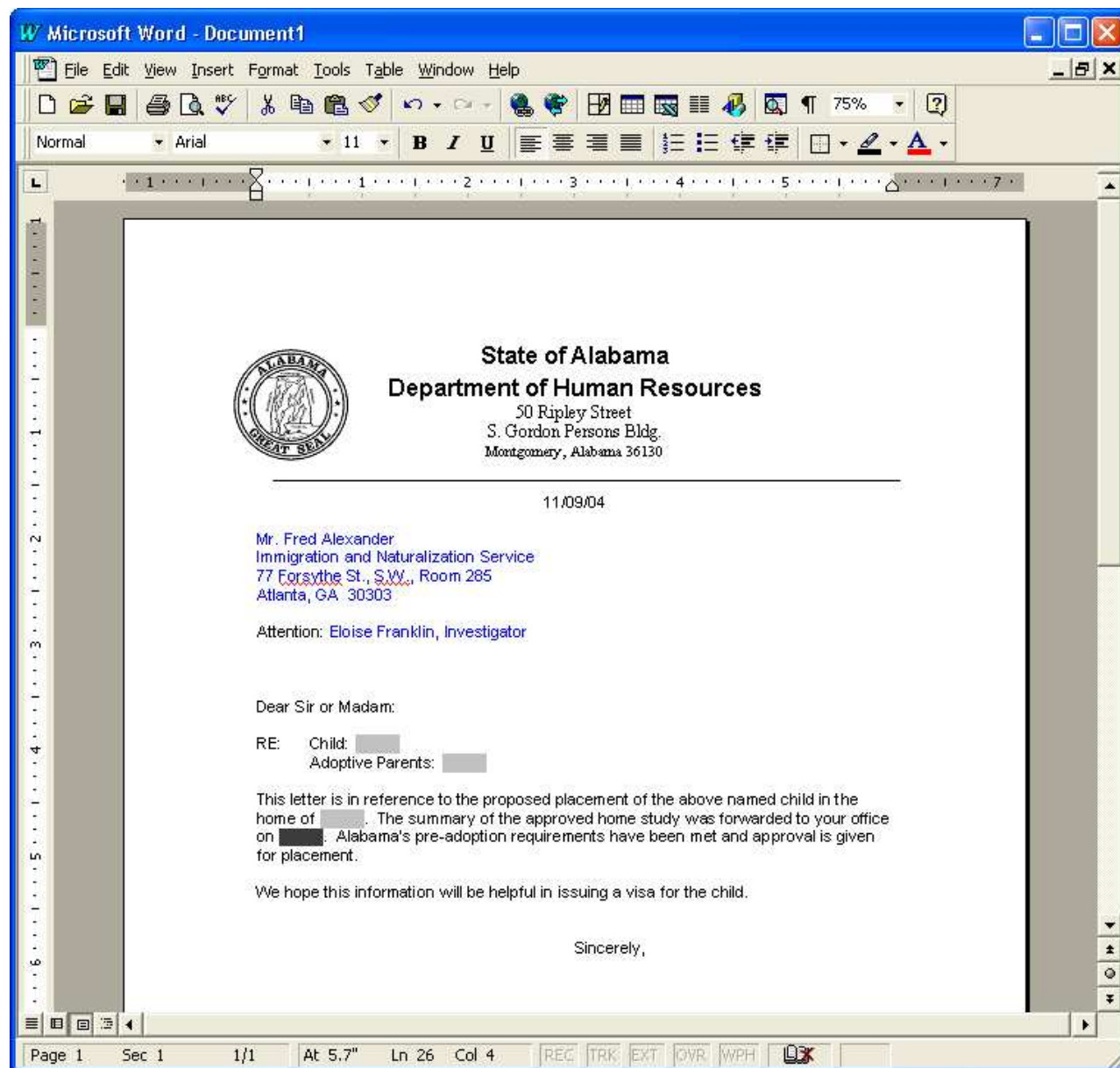
Other Country – Unidentified Resource

A sample of this letter follows:



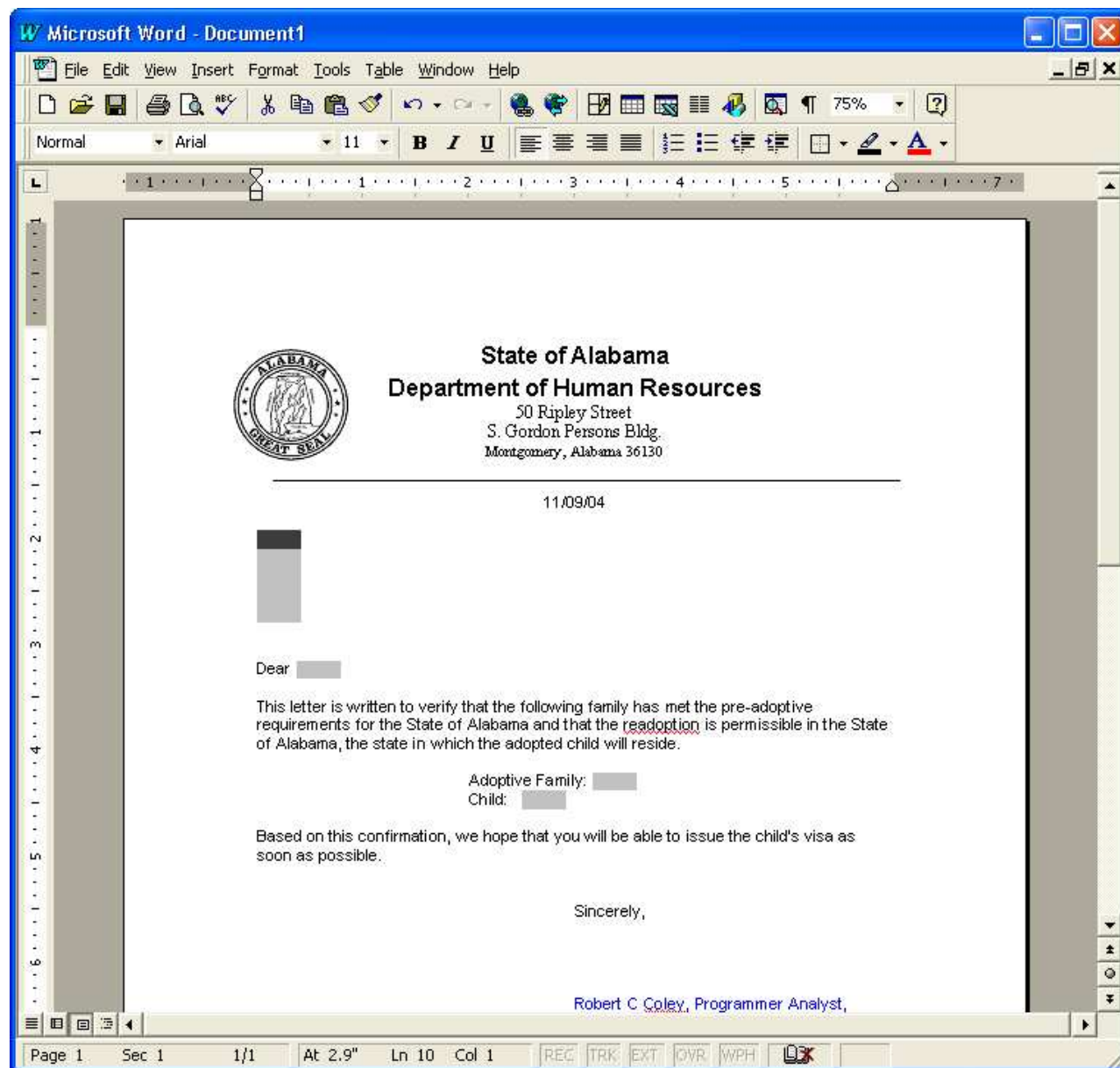
INS – Visa Request

A sample of this letter follows:



Other Country – Visa Request

A sample of this letter follows:



Case Logs

This menu option is used to produce case logs.

International Adoption

This form is used to handle international adoptions.

The screenshot displays the ICPC Case Manager application with the 'International Adoption Log' window open. The main window has a menu bar (File, Case, Options, Form100A, Form100B, Transmittals, Letters, Case Logs, Reports, Help) and a toolbar (Selected Cases, Case Detail, Activity Notes, Things To Do, Alerts, Contacts). The 'International Adoption Log' window contains a table with columns: Rec Date, PAP, Country, Agency Name, and Date Out. The table is currently empty, with the text 'No Records Found' displayed. Below the table are several input fields: 'Prospective Adoptive Parent (PAP):', 'Date Received:', 'Date Out:', 'Adoptive Child(ren) is (are) identified.' (checkbox), 'Child(ren) Name (if known):', 'Adoption Agency Name:', 'Country will Finalize Adoption' (checkbox, checked), 'County DHR Office\Alabama Agency Name:', and a dropdown menu for 'Select Country Name'. To the right of these fields are buttons: 'New Case', 'Delete', 'Add Comment', 'Close Case', 'Print', and 'Cancel'. At the bottom of the window is a checkbox for 'View Closed Cases'. The Windows taskbar at the bottom shows the start button and several open applications: 'Inbox - Microsoft Out...', 'Microsoft Word - ICP...', 'ICPC Case Manager - ...', and 'ICPC Log'. The system clock shows '12:14 PM'.

Residential Placement

This form is used to handle residential placements.

ICPC Case Manager - [Case Selection]

File Case Options Form100A Form100B Transmittals Letters Case Logs Reports Help

Selected Cases Case Detail Activity Notes Things To Do Alerts Contacts

Residential Placement Log

No Records Found

Rec Date	Child(ren)	Referral Type	100B Date	IV-E Elig	Med. Date	Date Out

Child(ren) Name:

Facility Name:

Address:

City: State: Zip:

Date Received:

Date Med Eligible:

Date Out:

Date 100B Received:

Referral Type:

☐ Title IV-E Eligible

Case Comments:

Date	Comment Caption

Memo:

New Case
Delete
Add Comment
Close Case
Print
Cancel

☐ View Closed Cases

start | Inbox - Microsoft Out... | W Microsoft Word - ICP... | ICPC Case Manager - ... | ICPC Log | 12:16 PM

Protective Service Alerts

This form is used to handle protective service alerts.

ICPC Case Manager - [Case Selection]

File Case Options Form100A Form100B Transmittals Letters Case Logs Reports Help

Selected Cases Case Detail Activity Notes Things To Do Alerts Contacts

ICPC Log

Protective Service Alert Log *No Records Found*

Child(ren) Names	Relative Placement	Sending State	Received	Date Out

Child(ren) Name(s): Date Received:

Relative Placement: Date Out:

State Issuing this Protective Service Alert:

Case Comments:

Date	Comment Caption

Memo:

New Case
Delete
Add Comment
Close Case
Print
Cancel

☐ View Closed Cases

start | Inbox - Microsoft Out... | W Microsoft Word - ICP... | ICPC Case Manager - ... | ICPC Log | 12:17 PM

Reports

Form 100C

Form 100C, described above, a quarterly statistical report prepared by a State ICPC Office for the purpose of listing information on placements into another state. A sample of this report follows:

ICPC-Form 100C

Zoom: 100%

**Quarterly Statistical Report:
Placements Into An ICPC**

Reporting State: **State Of Alabama** Begin Date: 7/1/2004
End Date: 9/30/2004

ICPC-100C

1. Type Of Placement:	Public Ag	Private Ag	Court	Individual	Other
Parent(s):	0	0	0	0	0
Relative:	0	0	0	0	0
Foster Home:	0	0	0	0	0
Adoptive:	0	0	0	0	0
Group Home:	0	0	0	0	0
Residential:	0	0	0	0	0
Institution (Art. VI):	0	0	0	0	0
Child Care Institution:	0	0	0	0	0
Other:	0	0	0	0	0
Total:	0	0	0	0	0

2. Sex of Children:	Male	Female	Unknown
	0	0	0

3. Ages of Children:	Under 1	1-5	6-10	11-15	16-18	19-21
	0	0	0	0	0	0

4. Ethnic Group:	W (C)	H (L)	B (AA)	A	AI	P I	Other	Unknown
	0	0	0	0	0	0	0	0

5. Days to process the ICPC:	0-30	31-60	61-90	Over 90
	0	0	0	0

6. Unaccompanied refugee minor:	
	0

7. Adoption assistance/subsidy:	
	0

8. Retroactive Compliance during Qtr:	
	0

9. Total number of agreements into your state terminated:

Adoption Finalized:	0
Child reached age of majority/legal	0
Custody returned to parents (with concurrence):	0
Custody given to relatives (with concurrence):	0
Treatment complete:	0
Jurisdiction terminated (no custody disposition):	0
Unilateral Termination:	0

Pages: 1

Form 100D

Form 100D is similar to Form 100C except that it lists placements by another state into this state. A Sample of this report follows:

ICPC-Form 100D

Zoom: 100%

**Quarterly Statistical Report:
Placements Into An ICPC**

Reporting State: **State Of Alabama** Begin Date: 7/1/2004
End Date: 9/30/2004

ICPC-100D

1. Type Of Placement:	Public Ag	Private Ag	Court	Individual	Other
Parent(s):	0	0	0	0	0
Relative:	0	0	0	0	0
Foster Home:	0	0	0	0	0
Adoptive:	0	0	0	0	0
Group Home:	0	0	0	0	0
Residential:	0	0	0	0	0
Institution (Art. VI):	0	0	0	0	0
Child Care Institution:	0	0	0	0	0
Other:	0	0	0	0	0
Total:	0	0	0	0	0

2. Sex of Children:	Male	Female	Unknown
	0	0	0

3. Ages of Children:	Under 1	1-5	6-10	11-15	16-18	19-21
	0	0	0	0	0	0

4. Ethnic Group:	W (C)	H (L)	B (AA)	A	AI	P I	Other	Unknown
	0	0	0	0	0	0	0	0

5. Days to process the ICPC:	0-30	31-60	61-90	Over 90
	0	0	0	0

6. Unaccompanied refugee minor:	
	0

7. Adoption assistance/subsidy:	
	0

8. Retroactive Compliance during Qtr:	
	0


9. Total number of agreements into your state terminated:	
Adoption Finalized:	0
Child reached age of majority/legal	0
Custody returned to parents (with concurrence):	0
Custody given to relatives (with concurrence):	0

Pages: 1

Current Open Alerts (Dept)

This produces an ICPC Case Tracking Overdue Alert Report for all case workers in the department. These alerts are grouped by case worker. The following is a sample of this report:

Current Open Alerts



ICPC Case Tracking

Overdue Alert Report

Date: 11/9/2004

Case Worker	Child Name	Alert Date	Oldest Child	Mother's Name	Notes
Marteal Laster					
	Custer, Kevin 2/23/1993	12:00:00 AM	Custer, Kevin	Custer, Alice	Barnes, Lesley has reached the age of 18 Please take the corrective actions appropriate in this case.
	Custer, Micha 3/4/1997	12:00:00 AM	Custer, Kevin	Custer, Alice	Barnes, Lesley has reached the age of 18 Please take the corrective actions appropriate in this case.
	Daniels, Kimberly 10/2/1991	12:00:00 AM	Daniels, Kimberly	Daniels, Jolene Tarpley, Samuel	Adams, Christopher has reached the age of 18 Please take the corrective actions appropriate in this case.
	Daniels, Kimberly 10/2/1991	12:00:00 AM	Daniels, Kimberly	Daniels, Jolene Tarpley, Samuel	Adams, Gala has reached the age of 18 Please take the corrective actions appropriate in this case.
	Janaitis, Justin 12/1/1986	12:00:00 AM	Janaitis, Justin	Janaitis, Maryann Andrews, Arthur	Adams, Gala has reached the age of 18 Please take the corrective actions appropriate in this case.
	Janaitis, Justin 12/1/1986	12:00:00 AM	Janaitis, Justin	Janaitis, Maryann Andrews, Arthur	Alonso, Allen James has reached the age of 18 Please take the corrective actions appropriate in this case.
	Janaitis, Justin 12/1/1986	12:00:00 AM	Janaitis, Justin	Janaitis, Maryann Andrews, Arthur	Angeloff, Bobby Joe, Jr. has reached the age of 18 Please take the corrective actions appropriate in this case.
Robert Coley					
	Enterline, Paul	12:00:00 AM	Enterline, Paul	Enterline, Judy	Bryant, Jennifer L. has reached the age of 18


Pages:

1

Daily Alerts Report

This produces an ICPC Case Tracking Overdue Alert Report for all the currently signed on case worker. The following is a sample of this report:

Current Open Alerts



ICPC Case Tracking

Overdue Alert Report

Date: 11/9/2004

Case Worker	Child Name	Alert Date	Oldest Child	Mother's Name	Notes
Robert Coley					
	Haddix, Jeannie 1/1/1997	12:00:00 AM	Haddix, Raymond	Yeater, Rebecca Haddix, Raymond	Dates, Shamekia has reached the age of 18 Please take the corrective actions appropriate in this case.
	Haddix, Raymond 1/15/1996	12:00:00 AM	Haddix, Raymond	Yeater, Rebecca Haddix, Raymond	Dates, Shamekia has reached the age of 18 Please take the corrective actions appropriate in this case.
	Mackey, Kimberly 10/23/1992	12:00:00 AM	Mackey, Kimberly	Fitzgerald, Evelyn Robinson, Kenneth	Bailes, Anthony has reached the age of 18 Please take the corrective actions appropriate in this case.
	Medders, Zoe 7/12/2001	12:00:00 AM	Medders, Zoe	Medders, Anglea Medders, Jon	Cannon, Sarah has reached the age of 18 Please take the corrective actions appropriate in this case.
	South, Alicia 8/10/2002	12:00:00 AM	South, Noah	South, Candy M. South, Richard S.	Daniels, Marquita has reached the age of 18 Please take the corrective actions appropriate in this case.
	South, Noah 6/10/2000	12:00:00 AM	South, Noah	South, Candy M. South, Richard S.	Daniels, Marquita has reached the age of 18 Please take the corrective actions appropriate in this case.
	Tollefsrud, Taylor	12:00:00 AM	Tollefsrud, Taylor	Tollefsrud, Ashley	Clark, Patricia has reached the age of 18 Please take the corrective actions appropriate in this case.

Pages:

1

Help

This feature is not yet implemented.

Managerial Functions

The ICPC system has several features available only to workers who are identified as Managers or Administrators.